

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, November 12, 2019**

I. CALL TO ORDER

The November 12, 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:

Roger Bower
Anne Loncar
Dennis Omell
Rich Parke
Angela Spicer
Jean Vallad

Staff Present:

Sarah Richmond

Others Present:

Ruth Andrews, Neighbor for Neighbor

Commissioners Absent:

Diane Baker with notice

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to proceed with the agenda as presented. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, 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-October 8, 2019 with Additional Disbursements of \$9,623.60 for the Parks & Recreation Fund
- B. Receipt of Activities Report for October
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for October

- E. Receipt of Natural Resource Manager October Monthly Report
- F. Receipt of Memo re: Gate Schedule for 2019 Holiday Season
- G. Receipt of Memo re: Employee Holiday Luncheon
- H. Receipt of Fifty Plus Active Adults November and December Newsletter
- I. Acceptance of Hartman Property Natural Resource Management Plan
- J. Receipt of October Budget Reports

Receipt of Communications

Commissioner Parke stated that in the October 8, 2019 minutes under New Business, A., the third paragraph, the second sentence, it says, "she commented on what a good job Mr. Piper is going" and he corrected it to "she commented on what a good job Mr. Piper is doing".

Commissioner Spicer commented on the Natural Resources Report and about getting the two-year grant.

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

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Introduction of New Recreation Coordinator of Activities & Events

Director Richmond introduced Christine Baker, Recreation Coordinator of Activities and Events, to the Commissioners.

Commissioners welcomed Ms. Baker to the Department.

B. Discussion of Additional Electric Expense Since Neighbor for Neighbor Air Conditioning Unit Installation

Director Richmond stated that in April when the Commission approved the installation of the air conditioning in the back third of the building where Neighbor for Neighbor is, the Commission during the discussion had indicated to Joan Wolfe that there would be an increase in electric usage by adding the air conditioning. It was determined by the Commission that Neighbor for Neighbor would assist in that cost increase. Since the unit has been installed, the bills have increased and the total increase for the four months is \$599.29. She stated that they are asking Neighbor for Neighbor to cover 1/3 of these expenses, which would be \$199.56.

Chairperson Bower stated that this is a good deal since the added cost is mostly from Neighbor for Neighbor.

Director Richmond commented that the increase of \$599.29 was for the increase over four months, June through September.

Commissioner Omell asked if there was interruptible service installed. This would be a savings and he explained why.

Director Richmond stated that this was not an option offered to them by the contractor. She agreed that she would ask about this option.

Commissioner Parke stated that the increase was due to the new air conditioning.

Director Richmond commented that 1/3 would be a fair amount and what is allowed based on their current lease agreement.

Commissioner Vallad stated that Neighbor for Neighbor knew that there would be an increase going in and was aware of the 1/3 split.

Director Richmond stated that this item is only for this year, strictly the increase in electric charges. She stated that she can add it to the regular invoice.

Commissioner Vallad moved to invoice Neighbor for Neighbor 1/3 of the increase in the electrical expenses for the four months in which the air conditioning was running at a cost of \$199.56 per the lease agreement. Supported by Commission Omell. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

C. Discussion of Neighbor for Neighbor Lease

Director Richmond handed out the revised page of the lease. The only change to the lease is outlined in red and she read that section that was recommended by the Township Attorney.

Ruth Andrews asked if that meant in 2020, April to September, it is an additional \$600, then Neighbor for Neighbor would absorb the full \$600?

Director Richmond explained how the utility distribution was determined and how sudden increases will be handled. If there is a large increase in electricity, for example, she would come to Neighbor for Neighbor and discuss any changes that have occurred.

Ruth Andrews stated that she does not have a problem paying for what they are using.

Commissioner Parke stated that this takes care of costs moving forward, but he asked about the air conditioning unit that is in there that they know has increased.

Director Richmond stated that this has been taken into consideration. She explained the cost analysis presented to the Commission.

Commissioner Parke stated that the total cost increase is in there, but the total mechanics of that calculation only bills Neighbor for Neighbor back 1/3 of that.

Director Richmond stated that it is in the lease; the tenant shall pay 33% of the utility and maintenance cost and she added that if there is a large increase in cost, they will have a discussion.

Commissioner Parke asked about the 1/3 split.

Director Richmond stated that if they are exceeding what the typical charge is, this lease allows them to charge them the extra at 100%.

Commissioner Parke stated that they have experienced an increase in electric cost due to the air conditioning unit that was installed and because of the language in the lease and the mechanics of the calculation on a go forward basis, forget all other utility cost and only looking at the \$600 increase, Neighbor for Neighbor will be paying \$200 of that and Parks Commission will be paying \$400 of that increase. He doesn't have a problem with it, he just wants to make sure that it is understood.

Commissioners and Director Richmond discussed the increased cost.

Director Richmond finished explaining the cost analysis of the charges. She explained that \$242.95 is Neighbor for Neighbor's 1/3 of all added charges and the \$142.33 is the electric charges. So, per month, their utilities and maintenance costs would be \$385.28 and right now they pay \$200.00.

Commissioners discussed the cost analysis and the amount that should be charged to Neighbor for Neighbor.

Mrs. Andrews commented on the increased activity and increased cost of food that Neighbor for Neighbor has experienced.

Commissioner Parke asked if Neighbor for Neighbor was not in that section of the building, would these costs go down by 1/3? He answered that they would not. Many of the same costs would still be there. He supports not charging the full 1/3 each year.

Commissioner Vallad concurred.

Director Richmond stated that based on the conversation that the Commission has had this evening the Commission wants the rent to stay the same at \$213.00 and the utility and maintenance costs for 2020 to be set at \$250.00.

Commissioners agreed.

Commissioner Parke moved to set rent for Neighbor for Neighbor for 2020 at \$213.00 per month and Utilities and Maintenance Costs at \$250.00 per month. Supported by

Commissioner Vallad. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Commissioner Vallad moved to change the Neighbor to Neighbor lease in 2020 according to the memo from Township Attorney Greg Need dated November 12, 2019 with the new language regarding the utilities and the cost of said utilities. Supported by Commissioner Loncar. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the November bills list totaling \$4,443.23 and Trust in Agency \$350.00. Supported by Commissioner Bower. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Director Richmond stated that the budget amendment that the Park Commission approved at the October meeting and the amendment that will be on their December agenda will be on the Township Boards December agenda.

XI. COMMITTEE REPORTS

A. Hartman Property Committee

Director Richmond provided a summary of the dedication ceremony that took place on October 24, 2019. She commented that there is a picture of the plaque hanging in the office if Commissioners would like to see it.

Commissioners commented on the plaque presentation and location.

B. Maintenance Garage Committee

Director Richmond provided a report on the Maintenance Garage Committee's recent activity.

XII. PUBLIC COMMENT

Ms. Christine Baker commented that she is happy to be at the meeting.

XIII. COMMISSIONER COMMENT

Commissioner Parke asked for an update on the softball field maintenance.

Director Richmond stated that all the piles in the parking lot are athletic meal which they were able to get at a huge savings. If the snow melts, Mr. Robinson will still have time to work on the fields. The worst case is that they sit there throughout the winter and the work will be done in the spring.

Commissioner Parke asked if they must be tarped.

Director Richmond replied that she is not anticipating tarping the piles, but she will double check with Mr. Robinson about that. The cost for the project was originally anticipated at being close to \$30,000 and but getting the athletic meal at the price that they did will bring it down to about \$23,000. Because of the snow, River Run and Davis Lake are closed for the season as of yesterday.

Commissioner Omell welcomed Ms. Baker to the Department. He commented on the dedication ceremony.

Chairperson Bower welcomed Ms. Baker. He commented favorably on the dedication ceremony. He asked about the gate repair.

Director Richmond commented on the gate repair and how the repair is dependent on the weather.

Commissioner Loncar welcomed Ms. Baker and she wished the Commissioners and staff a Happy Thanksgiving.

Commissioner Spicer concurred.

Commissioner Vallad thanked Ms. Baker and Director Richmond.

Director Richmond added that she was going to be on vacation November 22nd through the week of Thanksgiving.

XIV. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:51 pm. Supported by Commissioner Vallad. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.