

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

**I. CALL TO ORDER**

The November 15, 2016 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:05 p.m. by Commissioner Baker at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Commissioners Present**

Diane Baker  
Lisa Christensen  
Dennis Omell  
Angela Spicer  
Jean Vallad

**Staff Present**

Sarah Richmond

**Others Present**

Rich Parke

**Commissioners Absent:**

Roger Bower with notification  
Elena Danishevskaya

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Vallad moved to accept the agenda as presented.  
Supported by Commissioner Spicer. Vote on the motion: Yes: Baker,  
Christensen, Omell, Spicer, Vallad; No: None; Absent: Bower,  
Danishevskaya . The motion carried by a 5-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes-October 11, 2016, 2016 with Additional Disbursements of \$5.962.07 for the Parks & Recreation Fund and \$150.00 for Trust & Agency
- B. Receipt of Activities Report for October
- C. Receipt of Progress Report for October
- D. Receipt of Financial Summaries
- E. Receipt of October Budget Printouts
- F. Receipt of November & December Fifty Plus Active Adults Newsletter

- G. Receipt of Eastern Massasauga Rattlesnake Implementation Plan and Certification of Inclusion
- H. Receipt of Information from Natural Resource Manager re: Additional Work for 2016
- I. Receipt of Memo re: Gate Schedule for the 2016 Holiday Season
- J. Receipt of Memo re: Employee Holiday Luncheon
- K. Receipt of Memo re: Davisburg Mill Pond Dam

#### Receipt of Communications

Commissioner Omell asked if the staff employee luncheon was just for employees.

Director Richmond answered that typically it is just for employees. Commissioners can join if they would like to.

**Commissioner Omell moved to accept the consent agenda as revised, moving Eastern Massasauga Rattlesnake Implementation Plan and Certification of Inclusion as item B. New Business. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Christensen, Omell, Spicer, Vallad; No: None; Absent: Bower, Danishevskaya . The motion carried by a 5-0 vote.**

### **VII. OLD BUSINESS**

### **VIII. NEW BUSINESS**

#### **A. Discussion of Ranger Lease**

Director Richmond stated that she handed out the latest version of the Ranger Lease to all Commissioners. She contacted the Township Attorney regarding the lease. She is advocating that they increase his hours to a minimum of 700 hours. She summarized the hourly rate to be \$11.00 per hour which is up from \$10.00 per hour. She stated that this would result in 58 hours per month and 700 would get them through the year. She was anticipating him being done at the end of November with the current year's hours. They need to remember that he also pays his own employment taxes and he has been a very good tenant. She stated that they have been keeping track with log sheets and they were being tallied at the end of every month. She stated that the ranger told her in October the number of hours he was at and that was not the number that they had him at. After some recalculation, he was done after the 3<sup>rd</sup> of November. Director Richmond stated that she would like to add in the third section of the lease language that says that Director Richmond would provide the ranger a monthly schedule for gatekeeping, and any other known tasks that need to be completed, such as including mowing during the summertime and any additional hours/tasks beyond that must be approved. This would eliminate disputing hours after the fact.

Commissioner Christensen asked what was the typical time period end for the ranger.

Director Richmond answered that in the past, the rangers have worked through the year. She stated that the problem with carrying over hours year after year is that if he carries over 300 hours and then is done in July or August, and then the Department has to pay another staff member to do gate duties. In order to cover the gate attendant duties that the ranger normally covers. Director Richmond has found funds to cover part time employees instead of having to utilize full time staff. She would also like a clause placed in the contract that if the ranger has someone else close the gates for them, he needs prior approval. The ranger has up to now always called Director Richmond to ask for permission but without anything in writing if something happens, there is nothing to go back on. Director Richmond stated that when the

ranger's girlfriend has filled in, Director Richmond has always had her sign off on liability waiver. She stated that some of the intended changes in the contract have not been put in place yet, but if the Commission agrees, the attorney will go ahead and proceed with language to address these changes. The Commission could approve the lease contingent upon this. She pointed out Section C under number 4, it says that all rent due should be paid to the landlord but he does not pay rent. She asked Township Attorney what would happen if the ranger decides to move out in the middle of June and still hasn't met his hours for June, then he has lived for free or he should have to pay for the time. The Township Attorney is going to be adding this language as well.

Commissioner Christensen asked if language could be added to cover the full year.

Director Richmond replied that she could ask. She stated that technically, they are not allowed to accept money for this house. They do have a security deposit to protect them. She stated that by setting his hours, she can make sure that they are covering 700 hours.

Commissioner Baker asked where his extra hours come from.

Director Richmond replied that he does gates and he has done events when they were understaffed.

Mr. Parke asked how big the discrepancy was in hours when it came up in October.

Director Richmond replied about 40 hours. She stated that some of it was a miscalculation that she was given.

Mr. Parke agreed with checking on the hours but thinks maybe it should be done more often than once a month.

Director Richmond stated that the Township Attorney suggested weekly check-ins. It is to protect the Ranger and the Department.

Commissioner Baker suggested that it needs to be checked more frequently.

Director Richmond stated that they do payroll twice a month and suggested that she could check his hours then.

Commissioners and Mr. Parke discussed logging the ranger's hours and the activities that he is responsible for.

Director Richmond stated that when the 2016 lease was approved, there was approximately 200 extra hours that the ranger wanted to roll over into the next year. However, he was only allowed to roll over 50 hours. He is dedicated to the property and wants to make sure that the Commission knows that.

Commissioner Vallad asked what the Gate Attendant makes hourly.

Director Richmond replied an average of \$10.00 per hour. The Ranger has not yet seen this lease document and the increase in hours.

Commissioners agreed that rents generally increase every year.

Director Richmond replied that the ranger pays the employment taxes. He receives a 1099 at the end of the year.

Director Richmond explained the other two modifications in the contract under utilities and pets. She also explained the proposed changed language under default. She stated that she wants to add language so that if his performance becomes unsatisfactory, there is language for improvement and then termination if needed. Director Richmond stated that the Commission could make a motion contingent on language or they could table it until they see the complete contract.

Commissioner Omell suggested tabling it until next month when it is complete.

**Commissioner Omell moved to table the Ranger lease until the regularly scheduled December Park Commission meeting.**

**No support was given. Motion failed.**

Director Richmond explained why she would like the lease accepted tonight.

Commissioner Christensen asked if the Township Attorney can get these changes done as soon as possible.

Director Richmond replied yes.

Mr. Parke stated that this could be approved subject to a subcommittee of the Commission so they can get a quick response. He asked if written consent has been received for the current ranger to keep a pet as it states in the lease.

Director Richmond answered that they have the minutes where the Commission allowed him to waive the security deposit and everything else. With this new lease, there will have to be letter informing Director Richmond that the ranger's significant other is also living in the house and she will update the letter with the language that the ranger is allowed to have the dog.

Commissioners discussed the approval of the lease.

**Commissioner Omell moved to table the discussion of the Eaton Road lease agreement until the regularly scheduled December Park Commission meeting. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Christensen, Omell, Spicer, Vallad; No: None; Absent: Bower, Danishevskaya . The motion carried by a 5-0 vote.**

Director Richmond outlined how she would present the new agreement to the resident of Eaton Road.

Commissioners and Mr. Parke discussed the lease agreement and payment of hours.

## B. Eastern Massasauga Rattlesnake Implementation Plan and Certification of Inclusion

Director Richmond explained the details of the plan. She stated that this project has DNR approval and she worked extensively with Mike Losey, Natural Resources Director, on this project.

Commissioner Omell asked if someone was going to have to go through the property before a prescribed burn and look for rattlesnakes.

Director Richmond explained that Mr. Losey is already examining the habitat for snakes when he places burn breaks, it is something we have done in the past as well. This is not something that the Commission has to approve; it was on the consent agenda for information only.

Mr. Parke asked if Massasauga Rattlesnakes have been spotted in the Shiawassee.

Director Richmond answered yes; they have been spotted in the parking lot and Davis Lake Overlook area.

## IX. TREASURER'S REPORT

### A. Bills List

**Commissioner Christensen moved to approve the November bills list totaling \$5,669.03 and \$450.00 for Trust and Agency. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Christensen, Omell, Spicer, Vallad; No: None; Absent: Bower, Danishevskaya . The motion carried by a 5-0 vote.**

Commissioner Omell asked about cemetery maintenance and the bill for this that appears on the bills list.

Director Richmond stated that when they do maintenance activities in the cemetery like empty garbage, etc. the Parks Department prepares a bill and then they get reimbursed. She stated that the Parks Department staff has been working to put a valve in at the cemetery. She stated that Kyle Wade is very good at these types of plumbing projects. The Parks Department is putting the valve in, but all of the staff time will be reimbursed by the Township.

### B. Budget Amendment

Director Richmond explained the budget amendment which is to cover the credit card services center. This was involving the EBT charges made at the Farmer's Market. She explained the Maintenance Personnel cost center budget amendment because the stewardship hours were taken out of the Maintenance Personnel instead of the Stewardship Cost Center. She is correcting this for 2017.

## Revenue

**Revenue Total: \$ 647,950.00**  
(Total is Unchanged)

## Expenditure

1. Commission Personnel Cost Center – Decrease by \$1,000.00 from \$7,700.00 to \$6,700.00
  - Decrease Recording Secretary-Contractual line item # 211-750-801 by \$1,000.00 from \$3,150.00 to \$2,150.00
2. Credit Card Services Cost Center – Increase by \$1,000.00 from \$1,200 to \$2,200.00
  - Increase Service Fees line item # 211-769-806 by \$1,000.00 from \$1,200.00 to \$2,200.00
3. Stewardship Cost Center-Decrease by \$11,750.00 from \$16,000.00 to \$4,250.00
  - Decrease Stewardship Maintenance Employees line item #211-755-702 by \$10,700.00 from \$10,700.00 to \$0.00
  - Decrease Employer Social Security line item #211-755-715 by \$850.00 from \$850.00 to \$0.00
  - Decrease Life Insurance line item #211-755-719 by \$100.00 from \$100.00 to \$0.00
  - Decrease Disability Insurance line item # 211-755-721 by \$100.00 from \$100.00 to \$0.00
4. Maintenance Personnel Cost Center-Increase by \$11,750.00 from \$98,500.00 to \$110,250.00
  - Increase P.M. Superintendent line item #211-760-702 by \$2,000.00 from \$28,800.00 to \$30,800.00
  - Increase Parks and Facility Maintenance line item #211-760-708 by \$4,100.00 from \$25,100.00 to \$29,200.00
  - Increase Social Security line item #211-760-715 by \$1,500.00 from \$5,900.00 to \$7,400.00
  - Increase Gate Attendant line item #211-760-707 by \$3,950.00 from \$0.00 to \$3,950.00
  - Increase Life Insurance line item # 211-760-719 by \$100.00 from \$250.00 to \$350.00
  - Increase Disability Insurance line item #211-760-721 by \$100.00 from \$400.00 to \$500.00

**New Expenditure Total:** \$ 647,950.00  
(Total is Unchanged)

**Commissioner Vallad moved to adopt the budget amendment as presented in Director Richmond's memo titled Parks and Recreation Amendment #2 with a total revenue cost center amount of \$647,950.00 and expenditures of the same amount. Supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Omell, Spicer, Vallad; No: None; Absent: Bower, Danishevskaya . The motion carried by a 5-0 vote.**

## X. COMMITTEE REPORTS

None

## XI. PUBLIC COMMENT

## XII. COMMISSIONER COMMENT

Commissioner Spicer thanked Director Richmond for a great job.

Director Richmond summarized the volunteer opportunities available for the Commissioners.

Commissioner Omell thanked Commissioner Danishevskaya for her service and he commended Commissioner Christensen for the award that she received through her work at Independence Township. He thanked Director Richmond and staff for her hard work.

Director Richmond stated that the 2017 budget was approved on Thursday, November 10, 2016. She explained the recent Mill Pond Pavilion pole project that is being worked on now. She announced that River Run is open as of today and she clarified the signage that needed to be placed prior to opening.

Commissioner Baker wished the Commission a Happy Thanksgiving.

### **XIII. ADJOURNMENT**

**Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:25 pm. Supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Omell, Spicer, Vallad; No: None; Absent: Bower, Danishevskaya . The motion carried by a 5-0 vote.**