

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, May 10, 2016**

**I. CALL TO ORDER**

The May 10, 2016 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:03 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  
Dennis Omell  
Lisa Christensen  
Jean Vallad

**Staff Present**

Sarah Richmond  
Lauren Vance  
Kyle Wade

**Others Present**

**Commissioners Absent:**

Elena Danishevskaya  
Angela Spicer

**IV. AGENDA REVISIONS AND APPROVAL**

Chairperson Bower moved to accept the agenda as revised, adding under New Business, Item c. "Discussion of Metal Detecting Policy". Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes – April 12, 2016 with Additional Disbursements of \$6,872.08 for the Parks and Recreation Fund and \$300.00 for the Trust and Agency Fund
- B. Receipt of Activities Report for April
- C. Receipt of Progress Report for April
- D. Receipt of Financial Summaries
- E. Receipt of Monthly Budget Reports

Receipt of Communications

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

## **VII. OLD BUSINESS**

### **A. Correction of Truck Purchase Bid Amount Bid**

**Commissioner Vallad moved to amend the Truck Purchase Motion and add \$11.00 to the not to exceed cost making the total amount \$36,078.00. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.**

## **VIII. NEW BUSINESS**

### **A. Discussion of Brochure and Printing Bids**

Director Richmond stated that she went out for bids for the brochure and printing costs in March. Director Richmond and Ms. DeSimpelare spoke with Independence Township Parks and Recreation Department to determine the procedure that they use since Springfield Township Parks and Recreation has not had to go out for bid for these costs for several years. She stated that there is a lot of reciprocal ad placement between Independence Township and Springfield Township. She stated that after review, she is recommending accepting the proposal for the design from Dave Jankowski who is the lowest bidder. Mr. Jankowski is located in Novi and he will work with which ever printer the Commission chooses. Director Richmond is recommending that they accept the proposal from EP Graphics who was the low bidder. She stated that they have not used EP Graphics but Independence Township has used this company, and they would recommend using EP Graphics. She stated that there is approximately a \$2,800.00 savings from using University Litho, which is the company that the Department has used the last several years.

Commissioner Christensen stated that Independence Township has not used Dave Jankowski, but he did come recommended by Pete Moreau. She stated that Independence Township has worked with EP Graphics and stated that they are easy and accommodating.

Director Richmond stated that Mr. Jankowski has talked with Mr. Moreau who is willing to share files with Mr. Jankowski which will help the process. She clarified that this price was for the 2016 Fall/Winter and 2017 Spring/Summer brochures.

**Commissioner Vallad moved to hire David Jankowski to design the upcoming Fall/Winter 2016 and 2017 Spring/Summer brochure. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.**

**Commissioner Vallad moved to award the printing bid for the upcoming Fall/Winter 2016 and 2017 Spring/Summer brochure to EP Graphics at a cost not to exceed \$5500.00 not including postage. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.**

Commissioners commented on the wonderful work that Pete Moreau did for the Parks and Recreation Department for many years.

#### B. Introduction of New Park Maintenance Staff

Director Richmond introduced Kyle Wade as the new Parks Maintenance Superintendent and stated that Mr. Wade has been a wonderful asset to the Department. Director Richmond introduced Lauren Vance as the new full time Parks Maintenance personnel, summarized her experience and stated that they are lucky to have her join their staff. She also commended Robert Bridenbaugh who is doing a really good job in the Building Maintenance position. She added that Robert Bridenbaugh is an excellent artist whose artistic rendering helped Parks and Recreation Department get funding from the Springfield Township Garden Club for the gazebo project. Director Richmond stated that they are interviewing for Seasonal Maintenance Staff this week and added that the budget allows for 1.5 persons. She stated that they are still in the process of filling the Office Assistance position.

#### C. Discussion of Metal Detecting Policy

Director Richmond stated that this has come up because they have people that use the park for metal detecting. The Parks has had an unwritten policy for years saying that if anything is found, it can be dug up but the site has to be restored. She stated that the Parks Department should have a written policy because they have been asked recently about the Metal Detecting Policy and permits that may be required. She researched what other communities have and also researched information at the State level. Director Richmond reviewed the document that she prepared regarding this item. She stated that she is intending on having the Township attorney review all documents prior to use. She stated that by being proactive, they will avoid issues in the future.

Commissioner Omell asked if there was money found.

Director Richmond replied she has not heard about that. However, some communities require that the individual report their findings to the Department because there might be some lost items. She stated that she needs to discuss this aspect with the attorney. She stated that without a policy, there also might be harm done to wildlife.

Commissioner Baker asked if there was a charge for the permit.

Director Richmond stated that she is suggesting no permit fee.

Chairperson Bower asked why the permit is good for the entire year.

Director Richmond explained that this activity is done even during the mild winter days as well as other times during the year. The Parks Department would have the address from the permit application and would be able to send reminder notices to those individuals who have received permits in the past. She stated that there are also historical spots that require the individuals to report artifacts.

Commissioner Vallad asked if they were including a liability waiver.

Director Richmond confirmed yes. She confirmed that the application portion would include the questions.

Chairperson Bower asked about geocaching.

Director Richmond stated that geocaching has not been a problem.

Mr. Wade confirmed that the biggest problem is geocaches that are emptied out.

**Commissioner Omell moved to accept the Parks and Recreation Metal Detecting Policy effective May 10, 2016. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.**

## **IX. TREASURER'S REPORT**

### **A. Bills List**

**Commissioner Christensen moved to approve the May bills list totaling \$8,407.90 and \$50.00 for Trust and Agency. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.**

Director Richmond confirmed that the Ford tractor has been fixed and she summarized the repair process.

Director Richmond indicated that there will be a budget amendment coming to the Commission at a future meeting for the house demolition, seal coating and tractor repair. She explained recent vandalism activities at the house at 862 Eaton Road.

Commissioners discussed the use of trail cams. Commissioners confirmed that they would like to research the cost of a trail cam.

Commissioner Vallad asked when the Department is going to dedicate the Prior Year Funds.

Director Richmond stated that she just met with Ken Palka, Auditor, regarding the audit report. He will appear at the Commission meeting next month to discuss this item.

Commissioners agreed that Mr. Palka should not come to the meeting unless Director Richmond still has questions and has determined that his presence is necessary.

Director Richmond and Commissioners discussed the current Prior Year Fund balance.

## **X. COMMITTEE REPORTS**

None

## **XI. PUBLIC COMMENT**

Director Richmond stated that she has been diligent with the Neighbor for Neighbor awning. When they proposed their drawings, there were some things that needed to be addressed. She stated that she asked Craig Strong of Code Enforcement Services, today what they could do to move this forward. Craig Strong provided a letter saying that he would issue a permit for the awning as long as all of the issues that he originally wrote up will be followed. She called and left a message with Ms. Walls. She confirmed that it was first discussed in 2009 but it was brought up and approved to move forward in April of 2015. Parks and Recreation has to pull the permit for the awning.

## **XII. COMMISSIONER COMMENT**

Chairperson Bower congratulated the new Parks and Recreation staff.

Commissioner Vallad stated that the Princess Party was a huge success.

Commissioner Vallad added that she was looking forward to the Superhero Party to be held on July 20, 2016. She asked about updates on the Storybook Trail.

Director Richmond stated that the Friends of the Parks held a fundraiser and raised \$340 that will be used toward the Storybook Trail. Mike Forst is building the structures and Parks and Recreation staff is installing the posts and they hope to have the structures in soon. She spoke to Cathy Forst about working together on other collaborative efforts. Director Richmond suggested having a storyteller at Twilight Trail. Cathy Forst received a grant that will pay for a professional storyteller for the Twilight Trail. This event will be held on June 24, 2016. There will be a fire pit and s'mores.

Commissioner Vallad suggested putting upcoming events in the activities report.

Director Richmond added that they have Season Celebration coming up on May 21, 2016 and the Fishing Derby coming up on June 12, 2016. She concurred with Commissioner Vallad regarding her suggestion. She stated that Heritage Festival will be September 24, 2016.

Commissioner Christensen welcomed the new staff.

Commissioner Omell welcomed the staff. He admires the staff enthusiasm.

Chairperson Bower stated that the trail at the ballfields looks very nice. He stated that they should celebrate a new era of collaboration between the Township and the Parks and Recreation Department. He stated that it is a different feeling and philosophy.

Commissioner Baker welcomed the new Parks staff. She agreed with the favorable collaboration with other Township Departments.

### **XIII. ADJOURNMENT**

**Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:05 pm. Supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.**