

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, June 11, 2019**

I. CALL TO ORDER

The June 11, 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

Commissioners Absent:

Diane Baker

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to approve 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-May 14, 2019 with Additional Disbursements of \$4,280.26 for the Parks & Recreation Fund and \$150.00 for Trust & Agency
- B. Receipt of Activities Report for May
- C. Receipt of Progress Report for May
- D. Receipt of Natural Resource Manger May Monthly Report
- E. Receipt of May Budget Printouts

Receipt of Communications

Commissioner Loncar moved to accept the consent agenda as presented. Supported by Commissioner Spicer. 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

A. Discussion of 2020 Budget

Director Richmond stated that at the May meeting, the Park Commission began the 2020 budget discussion and at the time, discussed what the percentage increase would be for salaries. She confirmed that the Commission discussed a 3% raise, but they wanted to see what amounts that would be. She summarized her memo which showed the 2019 amounts and the 2020 totals with the 3% assuming a hospitalization increase of 15%. She stated that the increase in the cost center's totaled \$14,450 which includes funding to add additional seasonal staff.

Commissioner Vallad agreed with the 3% increase and added that they can also look at what the Township Board recommends for their staff and they could still adjust the amount as necessary.

Commissioner Loncar agreed; she wanted to make sure there is enough funding for seasonal help.

Director Richmond confirmed that the funding including funding for 2 seasonal staff.

Commissioner Parke agreed.

Chairperson Bower agreed.

VIII. NEW BUSINESS

A. Discussion of 2018 Audit Report & Prior Year Fund Allocation

Director Richmond summarized the Audit Report and Prior Year Fund Allocation report contained in the packet. She stated that if the Commission wanted to take some unallocated funds and allocate them to the following four categories: Equipment and Vehicles, Development, Building and Facilities and Emergency Reserves, this would be the appropriate time to do that.

Commissioner Vallad suggested adding \$30,000.00 to Equipment and Vehicles, \$10,000.00 to Development, \$30,000 to Building and Facilities and \$5,000.00 to Emergency Reserves.

Director Richmond commented on other projects that are still pending like fencing around the ballfields which would come out of Building and Facilities.

Commissioner Parke stated that they are now facing the same thing with some of the equipment that they faced with the well issue.

Director Richmond commented that with that well issue, they were able to replace the pump and not the entire well.

Commissioner Loncar asked Director Richmond if she was comfortable with these amounts.

Director Richmond replied yes.

Commissioner Loncar asked if this would cover the items that the Department did not get to last year.

Director Richmond replied that the \$15,000 utilizing for 2018 projects in 2019, these are the items that the Park Commission had approved except for the shoreline restoration.

Commissioner Parke asked if they would be able to get those projects completed this year?

Director Richmond answered that they have gotten a good jump on two of them and they are working on the others since weather has been an issue.

Commissioner Vallad suggested adding an additional \$10,000 to the Equipment and Vehicles and make it \$40,000.

Commissioner Loncar commented that she would like to leave it at \$30,000 and see what happens. If they need more, they can make that revision at that time.

Director Richmond explained that she had a conversation with the auditor regarding bringing some projects in under budget and the fact that they couldn't get some projects done. The auditor felt that they are doing a good job in the Department. They not only saved money, but they also brought in extra revenue.

Commissioner Vallad moved to allocate an additional \$30,000.00 to Equipment and Vehicles line item, an additional \$10,000.00 to Development, an additional \$30,000.00 to Building and Facilities and an additional \$5,000.00 to Emergency Reserves for a total of \$75,000.00. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

B. Discussion of Job Descriptions

Director Richmond stated that the previous Recreation Superintendent will not be returning after her maternity leave ends on June 14th. She started the process of looking at job descriptions for that position and for the Administrative Assistant and Recreation/Office Assistant. The revised job descriptions are attached to her memo. The HR consultant has reviewed all the job descriptions and they have no issues. She would like to change the Recreation Superintendent position to Recreation Coordinator for Activities & Events and post it with a salary range of \$34,385-\$38,480. She hopes to have someone in place by mid to late August.

Commissioner Loncar asked if they could hire someone while the current Superintendent is on leave.

Director Richmond replied that she is not available to train a new person before the time frame that she gave. The Temporary Seasonal Person has accepted the Part-Time Year-Round Recreation/Office Assistant position at a rate of \$11.00/hour. She is adding substantial duties to this position and would like to bring the pay up to \$12.50/hour.

Commissioner Vallad asked who covers gates.

Director Richmond answered the gate attendant and that person answers to her.

Commissioners agreed that the job descriptions were comprehensive, and they approve.

Commissioner Vallad moved to approve the Job Descriptions as presented as outlined in Director Richmond's memo dated June 7, 2019. 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.

Director Richmond stated that she would like to increase the wage of the Part-Time Year-Round Recreation/Office Assistant up to \$12.50/hour based on performance.

Commissioners discussed the wage increase for this position.

Commissioner Vallad moved to increase the wage up to \$12.50 per hour for the Recreation/Office Assistant. Supported by Commissioner Spicer. 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 Credit for Coaches

Director Richmond stated that each year it gets more difficult to get coaches. She suggested offering a small credit to show their appreciation to the coaches who give up their time to devote to the teams. They are proposing that during the 2020 season, each of the coaches and assistant coaches receive a \$25 in-house credit that can be used for any program or event that Parks and Rec offers. To receive the credit, they would have to complete all the necessary coaching paperwork, attend the coaches meeting, attend the coaches and skill clinic, turn in all issued equipment at the end of the season and finish the season with no disciplinary action. Other parks departments are using credits to thank the individuals.

Commissioner Parke stated that it is a great idea, but he questioned the amount. He suggested that they cover the child's participation in the league.

Commissioner Vallad stated that maybe they could refund the participation fee at the end of the league after they had met all the criteria.

Commissioner Parke agreed with that.

Director Richmond stated that Independence refunds the participation amount for one child and the Assistant Coach gets ½ back.

Commissioner Loncar suggested that they do offer a credit for an event so that they could see other programs that are offered.

Director Richmond agreed.

Commissioner Vallad stated that she has no problem with giving something, either participation or the \$25 credit.

Chairperson Bower asked what the cost would be they would be giving away.

Director Richmond commented that Broncho Basketball is \$60, and the baseball/softball and T-ball ranges from \$50 to \$89/\$90.

Commissioners discussed the incentive program. They decided an in-house credit for the first child and ½ credit for the Assistant Coach's child.

Commissioner Parke moved to authorize the in-house credit for coaches and assistant coaches as discussed in Director Richmond's June 2, 2019 memo with the exception that instead of a specific dollar amount, there would be an in-house credit given identical to the fee paid for the first child for the Head Coach and ½ for the Assistant Coach. This program will be re-evaluated in one year for effectiveness. Supported by Commission Vallad.

Commissioners discussed in-house credit for coaches.

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

D. Discussion of Hart Community Center Door Replacement Bids

Commissioner Parke moved to accept Director Richmond's proposal as outlined in her June 7, 2019 memorandum awarding the bid to LaForce, Inc. at a price not to exceed \$3,900.00 Supported by Commissioner Loncar.

Commissioner Omell asked if all the locks are keyed alike.

Director Richmond responded that Buds Locks originally put all the locks on the doors and LaForce recommended that they utilize the original locksmith because those keys cannot be copied. There are two locks involved.

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

E. Discussion of Shoreline Restoration

Commissioner Vallad moved to authorize Director Richmond to spend up to \$3,000.00 for Phase 2 of the shoreline restoration at the Mill Pond Park. Supported by Commissioner Loncar.

Commissioner Loncar asked if it was dry enough so that the area is approachable.

Director Richmond answered that they sprayed the weeds the first time and some died and it was re-sprayed today. The hope is that this will kill off the rest of the weeds and then they will be able to rake it. The snow fence is up to keep the geese and swans off of the beach area because they were eating the plantings installed last year. If the weather gets too hot, she talked to the consultant about completing the project in the fall.

Commissioner Parke asked if the project was being coordinated with Mike Losey, Natural Resources Manager.

Director Richmond answered yes. She stated that she and Mike Losey met with the consultant to inspect the beach and plantings. Mike Losey has a lot of experience working with GEI, consultants.

Chairperson Bower asked what type of seed is going in on the top part of the beach area.

Director Richmond replied there is a seed mix that was recommended but it will depend on the timing of the project.

Commissioner Loncar asked if this amount covers the straw beds.

Director Richmond replied yes.

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

F. Discussion of Ranger

Director Richmond stated that she has found an individual who is interested in the Ranger position and will be residing in the home at 8625 Eaton Road. The current Ranger's lease expires on June 30, 2019. She would like the current ranger to vacate the house by June 28, 2019 so they can prepare the house for the new Ranger. She summarized a letter that Attorney Greg Need drafted to allow them to reach out to the current Ranger regarding early vacating of the house.

Commissioner Parke stated that he had a separate conversation with Director Richmond regarding this item and point 2 in the letter was inserted at his request. There is an unsettled dispute in the mind of the current Ranger and he is hoping for the transfer to go smoothly. His recommendation is that even if the current Ranger holds out for the full value of what he is claiming, he is willing to earmark his Commission meeting salary to cover the amount, so the Park Commission's budget is not affected. He would like to give Director Richmond some leverage and it would give him some peace of mind.

Commissioner Loncar asked if the current Ranger is close to fulfilling his commitment for the first 6 months of 2019.

Director Richmond stated that calculations show there will be at least 75 hours that the current Ranger will not be able to complete.

Commissioner Loncar replied that they should use this amount for negotiation.

Commissioner Parke stated that he is not in favor of getting lawyers involved in such a small amount. He is suggesting that they give Director Richmond the ability to negotiate.

Commissioner Loncar stated that she is willing to work things out.

Commissioner Parke suggested that Director Richmond negotiates ½ of what the current Ranger says he is owed

Commissioners discussed resolution with the current Ranger and came to a decision that Director Richmond should have the discretion to negotiate.

Commissioner Parke moved to insert \$1650 in line 2 of Director Richmond's June 7, 2019 memorandum, add June 28, 2019 on line 1 and July 30, 2019 on line 3. 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 stated that Director Richmond will negotiate the best outcome for the Township and the Department.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the June bills list totaling \$50,301.48 and Trust in Agency \$250.00. 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.

X. COMMITTEE REPORTS

A. Hartman Property Committee

Director Richmond stated that they are trying to set a committee meeting in July.

B. Maintenance Garage Committee

Director Richmond stated that this committee does not have a meeting scheduled because they are waiting for information.

XI. PUBLIC COMMENT

Mr. Rob Nanowitz stated that he only saw the notice about the meeting in the Clarkston News. He lives in Clarkston and owns property in Rose Township downstream from the Mill Pond. He asked who prepared the decision matrix regarding the Mill Pond Dam.

Director Richmond replied the consultant who did the feasibility study prepared the matrix, AE Com.

Chairperson Bower summarized the actions of the Township Board regarding the Mill Pond Dam.

Commissioner Parke also commented on the actions of the Township Board and Oakland County Parks relative to the dam.

Mr. Nanowitz stated that he has been in the waterfront business his entire life and he summarized his experience. The dams were constructed to help clear the farms and to help grind the corn. The restoration of the water courses is not always the best course in his opinion. He commented on the removal of the Chesaning Dam and the resultant effect on the Chesaning Showboat. He commented on a dam built for flood control on the Flint River. He doesn't know if the issue of flood control was considered. He stated that tearing out the dams is not a solution to flood control and the results are not always what is imagined by the environmentalists. The heritage is being destroyed by the removal of the dams.

Commissioner Vallad recommended that Mr. Nanowitz go to the Township website which has a lot of information posted regarding the Mill Pond Dam. This is not just Springfield Township's decision because Oakland County Parks owns the dam.

Mr. Nanowitz commented that there probably wasn't a clear title of ownership unless they just took it. He is concerned about the water coming down and tearing out the dam on his property in Rose Township.

Clerk Moreau, 9654 Westwood Circle, Township Clerk, commented that she appreciated the fact that neighbors are just hearing about this, but this process has been underway since October and prior to this, it was first brought to the attention to the Township Board that the dam was failing. This occurred in September of 2017 when the committee process was first started. She is aware that the Park Commissioners have been receiving email correspondence regarding the dam. March 5, 2019 was the first public meeting where they first made the community aware of the process. Another public meeting was held on May 22, 2019. They have had display boards outside of the library and information posted on the website. There was also a mailing done to residents. The decision matrix was a tool provided by the consulting engineers to help the Township Board members and the members of the Oakland County Parks and Recreation Commission zero in on the primary factors under consideration and the factors brought up in the feasibility study. This is by no means a reflection of all the engineering, ecology, environmental aspects, historical investigations and everything that has been done over the last 7 months. The decision matrix was the summary of the ratings of all those factors. She directed residents to the Township website where the feasibility report is posted, and they can be completely educated on

the process. There is no flood control issue with the dam and there are no boating activities going on. The residents can be confident that a very thorough investigation was done on a range of factors and she encouraged everyone to review all the information that the Township has made available.

Commissioner Vallad asked about the maintenance cost share.

Clerk Moreau stated that the Park Commission was not the body tasked with decision making about the dam. The Township does not own the dam. Springfield Township owns Mill Pond Park property up to the water's edge. This is a joint effort with Oakland County Parks and Recreation. It is based on an agreement entered into in 2015 to share the cost of maintenance of the dam which is based on frontage. There is only one household that is on the pond. The 55/45 cost split was arranged on the frontage numbers so the costs associated with maintenance and repair was based on this and terms of the Interlocal Agreement. The feasibility was entered into jointly based on that. It is a recreational benefit, community benefit and the historical information was looked at also. She summarized the meeting recently held.

Commissioner Omell asked why the dam is failing.

Clerk Moreau stated that the outlet pipe is a corrugated metal pipe and it is not used any longer in dam construction. 30% of the crown of that pipe is crushed and the dam is only a 36-inch pipe which is undersized anyhow. It is corroded and rusted, and therefore they don't use them anymore.

Commissioner Omell commented on a home that he has in Harrison and the dams that are associated with it. When those dams needed repairing they were repaired with liners.

Clerk Moreau responded that putting a liner in the pipe was explored as one of options looked at, but didn't make it to the decision matrix and she explained why. The pipe has lost its structural integrity and they cannot use the liner option. She stated that this is what is important about following the entire process. There are essentially two options: replace the dam or remove the dam.

Commissioner Vallad thanked Clerk Moreau for her input.

Clerk Moreau stated that they are not all going to agree, and she realizes that. She stated that they have made an extraordinary effort to make this information known to all and she summarized those efforts. The Township Board made a recommendation based on all of the input that they had and it is now in the hands of Oakland County Parks and Recreation to consider.

Chairperson Bower commented on all of the public meetings that were held.

Clerk Moreau reiterated all of the public meetings that were held.

Commissioner Parke stated that he attended all of the public meetings and there was a free exchange of information that took place at each of these meetings. The Township Board and the

Oakland County Parks and Recreation have been very open minded going into the process and very deliberate in defining options and recommendations. He commented that some of the options discussed needed to have permits which they could not get anyway.

Mr. Nanowitz commented on the dam removal and the Holly dam.

Mr. Skip Wendt, resident since 1974, requested that when the rotary wheel that runs the dam stops running, he would like it returned to him because his company built it.

XII. COMMISSIONER COMMENT

Commissioner Omell thanked the public for their appearance. He commented on the Mill Pond and he stated that he had talked to residents who had no idea this was going on.

Commissioner Vallad thanked Director Richmond for her and her staff's hard work.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:16 pm. 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.