

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, July 12, 2016**

I. CALL TO ORDER

The July 12, 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
Roger Bower
Elena Danishevskaya
Dennis Omell
Jean Vallad

Staff Present

Sarah Richmond

Others Present

Commissioners Absent:

Lisa Christensen
Angela Spicer

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

Diana Walls, Davisburg Rotary, presented information regarding the recently completed canopy project at Hart Community Center over the Neighbor for Neighbor entrance. She also provided information regarding a Rotarian who has access to a product that can be placed over signs to help them last longer.

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – June 14, 2016 with Additional Disbursements of \$42,056.55 for the Parks and Recreation Fund and \$750.00 for Trust & Agency
- B. Receipt of Activities Report for June
- C. Receipt of Progress Report for June
- D. Receipt of Financial Summary
- E. Receipt of Fifty Plus Active Adults Newsletter for July & August

F. Approval of Request for Bid Proposals for Safety Surface and Border for Schultz Park

Receipt of Communications

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

VII. OLD BUSINESS

A. None

VIII. NEW BUSINESS

A. Discussion of Five Year Plan

Director Richmond provided a presentation of the Five Year Plan starting with equipment to 2019. She added a dump trailer purchase, back pack blower, brush cutters and generator. She continued with Office Equipment and she included three towers in 2017 and an additional monitor and a video card. She added that the extra monitor was beneficial to have especially with budget preparation or flyer and brochure creation. She added another tower and two more monitors in 2018. She explained the need for another Gator vehicle and she spoke to Mike Losey about the potential to split the cost with the Township for another of these vehicles. There is a need in the Parks and Recreation department for another of these vehicles. She also budgeted for a new tractor, which she estimates at \$25,000.00. The current blue tractor is older and will continue to have issues with part availability. She summarized other equipment that she had put in the budget for 2019.

Chairperson Bower shared that he had two monitors that he no longer uses and he would give them to the Department.

Commissioner Omell asked what size dump trailer Director Richmond was asking for.

Director Richmond replied 5' X 8'.

Commissioner Omell asked if the Kubota/Gator type vehicle that they are proposing to buy can pull this trailer.

Director Richmond answered that she is planning on the trucks pulling the trailer because the items hauled are quite heavy. The trucks can traverse the majority of the trails.

Director Richmond continued with the Five Year Plan summarizing Parks Properties, Maintenance and Capital Improvement. She added painting, bumper blocks, painting the garage at Mill Pond, backboards and rims for Green Lake Park and new safety surface for Green Lake Park. She suggested removing the volleyball net court because of vandalism and because they are not used enough to justify the additional expenditures for the nets that are continually being destroyed and for sand in the area; along with maintaining it. For Shultz Park, she is suggesting painting the restroom exterior, painting the pavilion, athletic meal for the ball fields and repairs to the split rail fencing. For Shiawassee South, she is suggesting painting of the pavilion, gravel for the parking lot, general maintenance, landscaping and athletic meal for the ball fields. For Shiawassee North, she is suggesting gravel for the upper parking lot. She stated that she left the maintenance building listed on the plan as that is something that is needed. For

River Run Preserve, she is suggesting boundary markers and limestone for the trail. She is currently getting estimates for prefabricated boardwalks. She suggested River Run Preserve being a seasonal park because of the difficulty with snow removal. Other budgeted items for the parks include garbage cans, interpretive signage, park maintenance and rule signs for North Shiawassee and Davis Lake. She stated that, based on the audit report, they have \$306,752.00 in Prior Year Funds. Of that, they have \$40,000.00 in Equipment and Materials that they have already allocated \$20,000.00 in Development that they have already allocated \$10,000.00 in Building and Facilities and \$10,000.00 in Emergency Reserves. This brings the reserve back to \$226,752.00. Out of this, \$35,000.00 would be for the truck purchase leaves \$191,752.00. She summarized the other items that had to come out of that including the house demolition, etc. She stated that they are saving for emergency items that might break down. She stated that the budget is left with \$155,752.00 unallocated Prior Year Funds. She stated that she has been looking for grants to do the boardwalk but she knows that the goal is to get the park open this year and without grant dollars the Commission will have to utilize Prior Year Funds for the boardwalks. She is estimating that the boardwalks, if they did the prefabricated types, could be as much as \$40,000.00.

Chairperson Bower confirmed that the \$40,000.00 was for both boardwalks. He asked if it made sense to do one boardwalk one year and one the other year. The chance of finding a grant might increase.

Director Richmond stated that there is public pressure to get the park open and she acknowledged that she needs to meet with the Building Department to determine what permits are required. She is also looking at every option to see what will work and be the most cost effective.

Commissioner Vallad stated that there is public pressure to get the Park open but there is the option to do one and wait to do the second until there are grant funds available. Residents need to know that it is still a work in progress and they are working toward getting it done.

Director Richmond stated that a lot of time and money are necessary to open a park.

Commissioner Baker suggested reusing trees that have fallen in other areas of the Township for the decking.

Chairperson Bower replied that they need to use treated lumber for the platforms to last and to be safe.

Director Richmond concurred.

Commissioner Baker suggested creating a step by step electronic presentation so that when the park is open, residents can see exactly what went into opening it.

Director Richmond agreed.

Chairperson Bower agreed that they need to do something now because there was a flurry of activity at the beginning of the year and now it has been sitting and things that were cut at the beginning of the year are beginning to grow again.

Director Richmond stated that with the staff changing, other items became a priority. She stated that some of those piles of debris from the cutting and root raking need to be moved off site and there is cost associated with that. She stated that they can only use building materials that are ADA compliant.

B. Discussion of 2017 Budget – 1st Draft

Director Richmond presented her first draft of the 2017 budget. She stated that after putting together the first draft she went through to see if there were any areas that could be adjusted. Director Richmond went through the revenue first highlighting some of the lines that had changed from 2016 to 2017. She stated that there is \$7,840.00 left in the endowment fund for River Run Preserve and she confirmed that with Supervisor Walls. This will go toward the limestone and boundary markings. She also left in the request from General Fund to the Parks and Recreation Department of \$6,200.00. She put together the budget after discussing items with Supervisor Walls regarding keeping the same stewardship costs and arrangement that they had in 2016. She was told that she should keep it that way for now but it is not guaranteed to be the same since the Township Board has not gone through their budget process yet. The current tax collection is being estimated at \$440,000.00 which is based on the estimated tax collection and taking Headlee rollback into consideration. She added \$17,596.00 for the USDA grant in the budget since they have received reimbursement and is comfortable moving forward with the contractual obligations of the USDA grant. She decreased the T-ball and Baseball item but the sponsorship line also went up for Baseball. She also increased rent items. The new total revenue would be \$587,987. 00. Director Richmond stated that she was able to cut approximately \$10,000.00 from the Expenditures. The difference between the Revenue and Expenditures is \$46,260.00. She reviewed and explained the expenditures that were reduced including staff costs and building and maintenance costs. She stated that she was told to use 15% increase for hospitalization but it is difficult to predict. She stated that there are other areas that she can cut but it would be helpful to know how much the Commission wants to use out of Prior Year Funds. She stated that she increased the Basketball contractual line to \$1,500.00 but this program can cover this cost. She stated that she reduced the Workman's Comp line by \$1,200.00 after she received the audit for this year.

Commissioner Vallad asked if they had ever had to call someone for snowplowing since there is money in that cost center.

Director Richmond replied no; it is there for emergencies. She reiterated that the difference between the Expenditures and Revenue is \$46,260.00. She advocates that they leave in the concrete repair and safety surface for the playground equipment.

Commissioner Vallad stated that she does not think they should do anything other than commit to \$46,260.00 from Prior Year Fund until it goes before the Township Board.

Commissioner Vallad reiterated that they do not work on the budget any more until the Township Board sees it.

Commissioners agreed.

Director Richmond asked if the budget is approved as presented with the \$46,260.00 from Prior Year Fund, is the Commission comfortable with that?

Chairperson Bower replied no. If that were to happen, he would like to revisit it with the Commission.

Commissioner Vallad asked if Director Richmond has kept a running tally regarding what they have had to purchase that was not budgeted for and what was saved for. Director Richmond replied yes, in her notes.

Commissioner Vallad suggested that the tally would help determine how much was saved this year.

Director Richmond stated that they are not going to have any further information until after the Budget Workshop meeting.

Chairperson Bower suggested that they suggest the budget as is with the idea that they are going to revisit it after everyone has had a chance to look at it.

Commissioners and Director Richmond discussed the 2017 Budget draft presented, the use of Prior Year Funds historically and the relationship with the Township Board.

Commissioner Vallad moved to approve the 2nd Draft of the 2017 Budget which includes Director Richmond's revisions for a Revenue and Expenditure total of \$634,247.00. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Danishevskaya, Omell, Vallad; No: None; Absent: Christensen, Spicer. The motion carried by a 5-0 vote.

Director Richmond passed out a memo providing information about MDNR Wildlife Grant that Mike Losey, Natural Resources Manager, is seeking through the MDNR. She provided details about this grant program and how it could relate to Stewardship staff and Parks and Recreation staff.

IX. TREASURER'S REPORT

A. Bills List

Chairperson Bower moved to approve the June bills list totaling \$16,440.40 and \$500.00 for Trust and Agency. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker,

Bower, Danishevskaya, Omell, Vallad; No: None; Absent: Christensen, Spicer. The motion carried by a 5-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

Diana Walls provided a contact list to the Commissioners.

XII. COMMISSIONER COMMENT

Commissioner Vallad stated that she was surprised by the low patronage at Twilight Trail. She is looking for suggestions to boost attendance.

Director Richmond stated that the event was posted on Facebook and flyers and emails were sent out. She informed the Commission about the upcoming Superhero Ice Cream event. She urged Commissioners and their friends to attend.

Commissioner Omell thanked Director Richmond for a great job on the budget. He thanked the Rotary for the completion of the canopy project at the Hart Community Center.

Commissioner Baker thanked Ms. Walls and the Rotarians for their help. She thanked Director Richmond for her work on the budget. She suggested having a banner across the street for advertising for things like the Heritage Festival.

Director Richmond stated that they used to do this but the last one caused damage to the building that it was attached to so they stopped doing it.

Commissioner Danishevskaya thanked Director Richmond for her help on the budget. She commented that the grant information memo should be added to the agenda.

Mrs. Walls commented that the agendas should be on line and maybe the events should be posted to the scout groups and Rotarian group.

Director Richmond commented that she will check on doing this.

Chairperson Bower thanked Director Richmond for her work and he suggested that they hold the Twilight Trail every other year.

XIII. ADJOURNMENT

Commissioner Baker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:35 pm. Supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Bower, Danishevskaya, Omell, Vallad; No: None; Absent: Christensen, Spicer. The motion carried by a 5-0 vote.

