

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, July 9, 2019**

I. CALL TO ORDER

The July 9, 2019 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:01 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
Rich Parke
Angela Spicer
Jean Vallad

Staff Present:

Sarah Richmond

Commissioners Absent:

Anne Loncar, with notification

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-June 11, 2019 with Additional Disbursements of \$4,593.75 for the Parks & Recreation Fund and \$1000.00 for Trust & Agency
- B. Receipt of Activities Report for June
- C. Receipt of Progress Report for June
- D. Receipt of Natural Resource Manger June Monthly Report
- E. Receipt of July and August 2019 Fifty Plus Active Adults Newsletter
- F. Receipt of Memo to Township Board re: Heritage Festival Contribution Request
- G. Approval of 2020 Rental Rates
- H. Receipt of June Budget Printout

Receipt of Communications

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

VII. OLD BUSINESS

A. Discussion of Credit for Coaches

Commissioner Parke thanked Director Richmond for her consideration of the options that he brought forward.

Commissioner Parke moved to accept Director Richmond's recommendation for the credit for coaches to be \$25.00 per coach and re-visit in one year as provided in Director Richmond's July 2, 2019 memorandum. Supported by Commissioner Spicer.

Commissioner Vallad suggested that they might want to add that it is a changed motion from the last meeting.

Commissioners agreed that the motion was adequate as it references the memo supplied.

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

VIII. NEW BUSINESS

A. Discussion of 2020 Budget

Director Richmond provided a first draft of the budget to the Commission. The Township Board still needs to set a date for the Budget Workshop. She stated that she needs to provide the request to Supervisor Walls by the 30th of July. Her recommendation is to work on the trail project. She used 15% for health insurance even though she will not know for sure until October or November. She reviewed the budget numbers provided including prior year funds. She reviewed the expenditure and revenue amounts. She is hopeful that the insurance will come in less than 15%. The current revenue for tax collection is based on a number that she received from the Township Treasurer and Supervisor. She stated that Fees for Services was difficult to predict, but she planned it based on what they are doing right now, and she was conservative with the numbers. She reviewed the budget document and figures. She stated that for the Hartman Property, she put \$2,000 as a placeholder and she explained why. She stated that she cut Natural Resources budget because at this point, they are only paying for chemicals. The Repair and Maintenance for Mill Pond Beach include beach fence removal. This is assuming that all the plantings go well which will be done between September 15 and October 15.

Commissioner Omell asked about the cemetery reimbursement line item.

Director Richmond replied that Parks staff does rounds including emptying the trash and monitoring site. Once a year, they do grave blanket removal.

Director Richmond continued with the budget summary outlining all line items.

Commissioners discussed the convenience of credit card registrations that are done online.

Director Richmond continued the budget summary with Supplies, Equipment and Capital Outlay. She explained proposed equipment purchases. She provided a summary of the Equipment & Projects under \$10,000 line items.

Commissioner Parke stated that many of the projects are proposed to be done in-house. He asked if they would be able to accomplish all of that with the current staff. He asked if they could get it done in one year

Director Richmond replied that some items are in-house, and some are contract.

Commissioner Parke stated that they are already going to be dipping into Prior Year funds to complete this budget. If they are taking it out of Prior Year Fund and the money is there, he would rather see things done now, like the new barbeque grill and the windows at the house. He asked what the point of waiting is.

Director Richmond stated that if they are going to consider doing some of the projects now, she would also recommend the removal of the back stop. If they do the fencing she talked about this year, this is \$12,000. If they do all the fencing projects at one time, it is \$15,900 because the contractor is already here, and it is this year's pricing. She has been trying to get a contractor to come out for months. She has door replacement in the budget and the Township is considering card access for all buildings She explained the positive rewards of having a keyless entry system installed. She provided a rough estimate of \$7,000 for this keyless entry system.

Chairperson Bower asked what the longevity is for this keyless entry system.

Director Richmond replied she doesn't know but would estimate it to be 15 years.

Commissioner Parke suggested limiting it to the main access door and installing security measures at the door that could record who is accessing the building.

Director Richmond stated that she would agree with the main door and the kitchen door. She also put new front doors in the budget. The safety surface is in the five-year plan and if they extended it one more year, they are okay. The removal of pee-wee baseball field can also wait. She stated that they have also talked about the window replacement for the Eaton Road house. She continued the budget overview with Capital. She put \$12,000 in for copier replacement. The current copier is getting old and they are starting to have a hard time finding parts for it. An option may be leasing a new copier. She commented on the copier that they have now. The Gator is still in the shop and they do not know what is wrong with it. The Commission has discussed before the need to have two such vehicles so that staff can use them when they need to.

Director Richmond explained the vehicle that she is talking about. She put \$25,000 in the budget for the trail from the pavilion to Civic Center. She met with Mark Yovich who gave her a price of \$32,000. She suggested that they speak to the Township Board about covering some of the cost.

Director Richmond explained the structure and placement of the trail.

Chairperson Bower asked about the potential maintenance of the trail. The budget doesn't seem to reflect the requirement of more and more projects that need maintenance.

Director Richmond stated that the maintenance is typically spraying. The \$32,000 includes fabric being installed under the 21AA and 2 inches of the fines. Every two years, fines will need to be added.

Commissioner Parke asked if the trail would be in the way of the proposed maintenance building.

Director Richmond replied no.

Commissioner Omell asked how many lineal feet for the trail.

Director Richmond answered that she did not know that exact measurement. She explained what the \$32,000 included.

Commissioner Parke stated that if the new maintain building is built, they are also potentially talking about a berm.

Director Richmond confirmed that the Commission wanted her to ask the Township Board for the cost of the trail.

Commissioners confirmed yes.

Commissioner Parke stated that he wasn't involved in the discussion regarding what the Township Board would be willing to help fund.

Commissioner Vallad stated that it was stewardship, preservation and pathways but no maintenance, operation and equipment.

Commissioners discussed approaching the Township Board for funding for the trail.

Director Richmond continued the summary of the budgeted projects.

Commissioners discussed the prioritization of the budgeted projects.

Commissioners agreed that Director Richmond should do all the fencing repairs this year.

Director Richmond agreed that she would look at alternatives for a Gator.

Commissioners concurred.

Commissioners discussed the budget sheets provided in reference to how much money do they want to allocate from Prior Year Funds.

Director Richmond stated that the items that the Commission agreed they can postpone and do not have to be done in 2020 are the ADA Doors, Electronic Access, the new front door frames and the safety surface. They can look at potentially taking out the bleachers, benches, chipping hammer, trash cans and new lids. She discussed the budget amounts after the items were removed. All they would be utilizing from Prior Year Fund is \$44,900.

Commissioners and Director Richmond discussed the prioritization of projects.

Director Richmond summarized that the Commission was moving forward with the 2018 projects including moving forward with the beach restoration of \$15,400 and doing all the fencing work this year of \$15,950.

Commissioners discussed the use of Prior Year Funds.

Director Richmond stated that she doesn't need a motion but needs to know how much the Commission wants to spend out of Prior Year Funds.

Commissioner Parke asked what the starting number for the Prior Year Funds was going into 2019.

Director Richmond answered \$462,890.00. This includes allocated and unallocated.

Commissioner Parke asked if they are going to make an additional contribution to Prior Year Funds during 2019.

Director Richmond replied that they are going to break even or dip into Prior Year Funds.

Commissioner Parke replied that he would be comfortable using \$50,000 or \$60,000 of that to balance out the 2020 budget.

Commissioner Vallad agreed with \$60,000.

Commissioner Parke stated that they also have \$20,000 that the Supervisor said might be increasing on the revenue side of it.

Director Richmond stated that this number already includes the \$20,000.

Commissioner Parke concurred. He stated that according to his calculations after removing the items that the Commission discussed, it would get the expenditures to \$699,150.

Commissioner Vallad stated that Director Richmond shouldn't touch the equipment items under \$10,000; all of those should be purchased because they are needed.

Director Richmond confirmed the projects and equipment that the Commission want to complete and purchase.

Commissioners agreed with the use of \$60,000 from Prior Year Funds.

B. Discussion of Renting Gazebo at Mill Pond Park

Commissioner Vallad moved to adopt the rental procedure for the Gazebo at Mill Pond Park as outlined in Director Richmond's memo dated July 3, 2019. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.

C. Discussion of Fencing Repairs

Director Richmond summarized her memo regarding fence repairs at Shultz on the major field. The third base line needs to be replaced and the backstop needs to be removed and put in correctly. They also need to make the repairs to the first base line of the minor field. She also suggested that they fix the fencing at the tennis court. The amount to do all the fencing repairs as the Commission agreed with would be \$17,950.

Commissioner Vallad moved to have Director Richmond repair the fencing, remove the pee wee field, the red and yellow backstops that were in the 2020 budget that they are going to have repaired now and anything else that was discussed in her memo regarding the fencing repairs dated July 3, 2019 at a cost not to exceed \$18,000. Supported by Commissioner Spicer.

Commissioner Baker asked if the shape is a result of people jumping into it?

Director Richmond described the wear and tear that happen to the fencing.

Commissioner Baker asked if there was a gate proposed so they would stop jumping over it.

Director Richmond replied that there is an opening, but people choose not to use it.

Commissioners discussed the wear and tear of the fencing. They suggested another spot for a gate or opening that would decrease the amount of jumping over the fence that occurs. They also suggested that signage letting patrons know that they shouldn't jump over the fence.

Director Richmond stated that she will discuss this with the fencing contractors.

Commissioners and Director Richmond discussed the fencing repairs needed at the tennis courts. They discussed possible ways to fix the situation causing the issues.

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

D. Discussion of Repairs at 8625 Eaton Road

Director Richmond summarized the repairs needed at 8625 Eaton Road. The previous ranger left the premises and the new Rangers has moved in. The new tenant's names are Brian Piper

and Brittney Piper. The tenant knew going in that there was some work to do. All the locks were changed. The plumbing needed to be repaired in the bathroom faucet. Some repairs had to be made to the front door frame. The bathroom door was replaced. A new kitchen faucet needed to be installed and re-siliconed around the edge. There is some electrical work needed at the house, some switches are not working, and they have contacted an electrician. The breakers need to be labeled and since all the switches and outlets upstairs are on the same breaker, this needs to be remedied. The well was replaced in 2009 and the old well should have been abandoned properly and it wasn't. She described how this was discovered and the damage that it caused. She summarized the repairs that need to be done to the plumbing and electrical system and the quotes that she received for that work. Director Richmond explained the location of the windows that need to be replaced. Director Richmond summarized all the work that the new tenant and his family have done to the house.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Omell moved to approve the July bills list totaling \$8,949.77 and Trust in Agency \$1,200.00. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.

X. COMMITTEE REPORTS

A. Hartman Property Committee

B. Maintenance Garage Committee

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Baker stated that Director Richmond and her staff did a great job on the budget. She is impressed by the butterfly garden outside of the Library.

Commissioner Parke agreed with Commissioner Baker regarding the great work on the budget. He congratulated Director Richmond on finding the new Ranger. He thanked Brian Piper and his wife for all the hard work they put into the house. It should be a priority for the Department to complete the checklist of repairs.

Chairperson Bower thanked everyone for their efforts.

Commissioner Omell thanked Director Richmond for her work on the budget.

Commissioner Spicer concurred.

Director Richmond stated that she hopes to have the 5-year plan in August. Her staff has been working very hard and she is appreciative for everything that they do. She summarized the activity towards finding a new Recreation Coordinator.

XIII. ADJOURNMENT

Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:46 pm. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.