

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, September 10, 2019**

I. CALL TO ORDER

The September 10, 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
Jean Vallad

Staff Present:

Sarah Richmond

Others Present:

Commissioners Absent:

Diane Baker
Angela Spicer

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to proceed with the agenda as amended, removing Item C under New Business. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Baker, Spicer. The motion carried by a 5-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-August 13, 2019 with Additional Disbursements of \$6,169.10 for the Parks & Recreation Fund and \$500.00 for Trust & Agency
- B. Receipt of Activities Report for August
- C. Receipt of Progress Report for August
- D. Receipt Natural Resource Manager August Monthly Report
- E. Receipt of August Budget Printouts
- F. Receipt of Fifty Plus Active Adults September & October Newsletter

Receipt of Communications

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

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Bid for Athletic Field Work

Director Richmond stated that in April the Commission agreed to transfer money from prior year fund that had been for the 2018 athletic meal project that was not completed due to weather and move it into the 2019 budget. The intention was to do athletic meal on the red field and athletic meal on the minor field. It was the intention to do this in-house however the machine needed to do it in-house has not been found at any of the rental companies contacted. She spoke to Mike Robinson of Homefield Athletic who does the fields in Independence and other municipalities and he provided an estimate for labor to do all of the fields. Director Richmond stated that she knew that all the fields, including the ones that they had installed material on in 2017, were low but she was surprised at the amount of athletic material that they all required. She summarized the historical placement of material on the fields. The quote for labor for all fields was \$15,000 and the cost of materials is \$12,857. In order to pay for this, there is money in the Administrative Personnel cost center and there are funds in the Repair & Maintenance cost center for 2019. Mr. Robinson asked that if they want to do it, they contact him as soon as possible so they can get on the schedule. Hopefully, they will be able to do it this year but if they are not able to do it this year the labor cost will carry over to the spring. She does not know if the material cost would be the same.

Chairperson Bower asked what the life expectancy is for this material.

Director Richmond replied that the problem is, material should be placed every year and it hasn't been.

Chairperson Bower asked if she would use the same contractor to place the material in a year.

Director Richmond replied that it would depend. She would still like to research finding the equipment to rent so that they could do it in-house.

Commissioner Loncar commented that they should consider the time it takes the maintenance staff to do it.

Director Richmond stated that she is looking at all options in terms of equipment.

Commissioner Loncar replied that they are better off getting someone else to come in and maintain it.

Director Richmond stated that the contractor is trying to give the Township a discount because he has worked with the Township before.

Chairperson Bower replied that the other problem is if they buy a spreader is where are they going to store it.

Director Richmond stated it is also a problem to figure out what is going to pull it.

Commissioner Parke stated that even if they were able to borrow equipment to do it, with the amount of tonnage that needs to be added it would be difficult. He made a template for marking batter boxes for the fields and after using that template, he knows that the foul lines are not 90 degrees to each other. He would like that marked on the outfield fences and the back corner of Homeplate, so the bases end up on the correct line.

Director Richmond agreed with getting the field squared up.

Commissioner Vallad moved to hire Homefield Athletic for labor and to laser grade the fields at Shiawassee Basin, and the two fields at Shultz Park with the cost including materials should not exceed \$30,000. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Baker, Spicer. The motion carried by a 5-0 vote.

B. Discussion of Bid for Soffit Repair at 8625 Eaton Road

Director Richmond stated that there are soffit and fascia repairs that need to be done at 8625 Eaton Road. She sent it out to several bidders but the only bidder who replied was Lowe Home Improvement. Mr. Lowe came out and visited the site and took measurements and as per her memo, she is recommending that they accept the bid from Lowe Home Improvement at a cost not to exceed \$3,550.00. Mr. Lowe believes that they will be able to reuse the gutters and hangers but just in case, she has replacement in the budget if needed.

Commissioner Vallad commented on Mr. Lowe's reliable work.

Commissioner Omell asked if there might be an additional charge for new gutter.

Director Richmond replied that the cost she gave is including the new gutters in case they are needed.

Commissioner Parke stated that the work that is outlined makes it entirely maintenance free.

Commissioner Omell moved to accept the proposal from Lowe's Home Improvement for the work on 8625 Eaton Road to remove the gutters, replace the rotten lumber, paint, install vinyl soffit material and the aluminum fascia and install aluminum over the freeze port and re-install the existing gutters and down spouts at the cost not to exceed \$3550.00, bid dated 8/6/19. Supported by Chairperson Bower. Vote on the motion: Yes:

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

C. Discussion of Hart Community Center Electric Costs (REMOVED)

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the September bills list totaling \$26,333.65 and Trust in Agency \$200.00. Supported by Commissioner Parke.

Commissioner Parke asked about the invoice for Defence Enterprises for \$10,500.00.

Director Richmond replied that this is for the fence work that was done. This was what was owed to them after the initial deposit. She explained all the fence repair work that was done.

Commissioner Parke asked about the EP Graphics charge.

Director Richmond replied that this is the brochure.

Commissioner Parke asked about the charges for Gordon Excavating.

Director Richmond stated that is the drive into the Shiawassee Basin Preserve, southern entrance.

Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Baker, Spicer. The motion carried by a 5-0 vote.

XI. COMMITTEE REPORTS

A. Hartman Property Committee

Director Richmond replied that she doesn't have a report, but they are proceeding with getting quotes for a gate. The plaque for the rock is done and looks good. The contractor is hoping to get out in the next few weeks to remove the docks and other structures. Once those are out, they will talk about rock placement. The Township Engineer came out to examine the culvert situation and she is waiting for his report. She is also still waiting to hear back from the railroad company. The attorney got back to her regarding the exact wording that should be on the trespassing signs and she will work on ordering signage after Heritage Festival. Another sign that they need to order is to eliminate people camping on the property. Camping is not allowed on any Township park property.

B. Maintenance Garage Committee

Commissioner Loncar asked if Director Richmond had heard from the architect.

Director Richmond stated that the maintenance garage was discussed at a Township Board workshop at the end of August and they are trying to move forward.

XII. PUBLIC COMMENT

XIII. COMMISSIONER COMMENT

Commissioner Omell commented on the Shiawassee Pathway.

Chairperson Bower confirmed that he would be present for Heritage Festival.

Commissioner Loncar replied that she would be there too.

Commissioner Vallad asked if anything else was needed from the Commissioners for Heritage Festival.

Director Richmond replied that the Department is working very hard on this event. They are always looking for volunteers and she explained the process that she went through to find volunteers through the school. She was contacted by Sgt. Armstrong and they are going to have at least three reserve deputies and a full-time deputy on site at the event. The Township Supervisor approved the mini-contract from 11 am to 11 pm. Having the deputies on site is due to the Department trying to be pro-active and stepping up the safety of the event.

Commissioner Vallad asked about the Mill Pond Dam meeting.

Director Richmond replied that this was a mini-meeting with the Clerk, Mike Losey, herself, Mike Donnellon, Melissa Prose and the County's Natural Resource Manager. The next phase is to go out for the request for bid for the engineering and they talked about potential grant opportunities. The feasibility study is done and should be posted on the website soon.

XIV. ADJOURNMENT

Commissioner Parke moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:33 pm. Supported by Commissioner Vallad. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Baker, Spicer. The motion carried by a 5-0 vote.