

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, October 9, 2018**

**I. CALL TO ORDER**

The October 9, 2018 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  
Anne Loncar  
Dennis Omell  
Rich Parke  
Angela Spicer  
Jean Vallad

**Staff Present**

Sarah Richmond

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Vallad moved to accept the agenda as presented. Supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

**V. PUBLIC COMMENT**

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes-September 11, 2018 with Additional Disbursements of \$4,220.50 for the Parks & Recreation Fund and \$350.00 for Trust & Agency
- B. Receipt of Activities Report for September
- C. Receipt of Progress Report for September
- D. Receipt of Natural Resource Manager September Monthly Report
- E. Receipt of Memo re: Concrete Pad for Shiawassee Drinking Fountain

Receipt of Communications

**Commissioner Parke moved to accept the consent agenda as presented. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

## **VII. OLD BUSINESS**

### **A. Discussion of Master Plan Draft**

Director Richmond provided a copy of the Master Plan Draft in the Commissioners' packets. There are items that she needs to address with Mr. Chris Nordstrom of Carlisle Wortman. She summarized the suggested timeline for approval of the Master Plan. She pointed out the correction on page 36 and the property acquisition that is pending.

Director Richmond asked if the Commissioners had revisions at this point.

Commissioner Parke stated that on page 31, in the key to the map, Shultz Park is misspelled.

Commissioner Loncar asked if the expenditure shown on page 25 was bumped up.

Commissioners confirmed that they did.

Commissioner Loncar asked about the full-time maintenance person missing on the chart, page 25.

Director Richmond confirmed that the chart on page 25 was not accurate. All the pictures must be updated. The organizational chart is incorrect and employee listing is incorrect. The budgetary numbers are not correct. The Rotary Park information on page 17 is not correct either. She is using the language prepared by Oakland County Parks.

Commissioner Vallad stated that she had too many edits to review during this meeting; she will meet with Director Richmond and discuss them at a later date.

Commissioner Baker asked about administrative structure and if a master plan ever says that they want to increase their staff.

Director Richmond commented that they typically just list what they currently have and under goals and objectives, the future hiring is listed but doesn't list a specific number. She added that they do not have a concrete plan to increase staff in the next five years.

Commissioner Baker suggested that they should have a goal to increase their staff and it should be put in the document clearly.

Commissioners discussed the best way to include an increase in staff in the Master Plan. Director Richmond commented that she would speak to Mr. Nordstrom to get his opinion.

Commissioner Loncar stated that goal 1.3 mentions maintaining programs and parks and maybe increasing staff size could be located here.

Commissioner Baker agreed and stated that to meet the goals, they really must increase staff.

Commissioners and Director Richmond agreed with exploring and possibly adding language that would reflect the goal to increase staff to continue to maintain all Parks programs and properties.

Commissioners and Director Richmond reviewed the draft document and made revisions and recommendations. They discussed the goals and objectives of the Master Plan and agreed that the Commission does not think the addition of a fitness center to Hart Community Center is viable but upgrading kitchen and amenities should be added. They agreed that more information on the millage language should be added. Commissioners discussed ADA compliance at all Parks locations and agreed that they need more information on the budgeting listed for ADA compliance. Commissioners discussed amendments to the project schedule, maintenance schedule and proposed budget. Commissioners made suggestions to correct the graphs in the document including the wording and colors.

Director Richmond explained the timetable for revising the draft document and next steps for its presentation.

## **VIII. NEW BUSINESS**

### **A. Discussion of Tree Planting and Removal**

Director Richmond stated that last year the Department received a donation from the Springfield Garden Club to plant trees in the Parks with the emphasis being around the ballfields and Shiawassee Basin Preserve. To get the shade desired, they would have to plant really big trees and the survival rate decreases. If they plant too many trees they need to consider how they grow next to each other and the possible growth into the sidewalks. She pointed out a couple of areas that she recommends planting trees. She also received approval to replace some trees in Mill Pond Park.

**Commissioner Vallad moved to authorize Director Richmond to spend up to \$7,000.00 for planting and removal of trees as referenced in her memo dated October 4, 2018. Supported by Commissioner Baker.**

Commissioner Omell asked how much money was donated by the Garden Club.

Director Richmond replied \$2800.00 to plant trees. The tree removal would be taken from the Parks budget. She would like to contract through Davy's Trees for the planting since they already have a contract with the Township. She will try to find another contractor to give an estimate for the tree removal but finding contractors has been challenging.

**Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

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

### **A. Bills List**

**Commissioner Baker moved to approve the October bills list totaling \$13,496.91 and Trust in Agency \$150.00. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

B. Budget Amendment

**Commissioner Vallad moved to approve the following budget amendments as outlined in Director Richmond's memo dated October 5, 2018: No change to Revenue, \$602,300.00 and new Expenditure total of \$695,500.00. Supported by Commissioner Baker.**

Commissioner Parke corrected Item #1 in Director Richmond's budget amendment memo, there is an extra zero that needs to be removed.

Commissioner Baker asked about the increase in expenditures.

Director Richmond replied that it was for all the unanticipated but required purchases that were not in the current 2018 budget.

Commissioner Baker asked about the \$5200 for the horse riding instructor.

Director Richmond stated that when they prepared the budget for 2018 they did not have a horse riding instructor that they were working with and then they found one. She explained other programming expenditures. She explained that there is revenue to offset that expenditure. She provided an update on high attendance at various camps.

### **2018 Park Fund Budget Amendment**

**The following amendment is for the following:**

- *Increase Supplies & Equipment Under \$10,000 to cover the additional projects that we have done this year.*
- *Increase Maintenance Personnel Cost Center to cover the hours that were worked out of this cost center versus Stewardship.*
- *Increase Credit Card Service Cost Center to cover the purchase of new required chip reading machine and for the service fees.*

### **Revenue**

*No Change*

**Revenue Total:** \$ 602,300.00

### **Expenditure**

1. *Supplies and Equipment Under \$10,000 Cost Center- Increase by \$25,000.00 from \$12,150.00 to \$37,150.00*
  - *Increase Equipment Under \$10,000 line item #211-758-730 by \$2,000.00 from \$6,100.00 to \$8,100.00*
  - *Increase Projects Under \$10,000 line item #211-758-736 by \$23,000.00 from \$6,050.00 to \$29,050.00*
2. *Maintenance Personnel Cost Center – Increase by \$12,000.00 from \$139,200.00 to \$151,200.00*

- Increase Park Maintenance Superintendent line item #211-760-702 by \$5,750.00 from \$30,700.00 to \$36,450.00
  - Increase Parks & Facility Maintenance line item #211-760-708 by \$4,900.00 from \$26,150.00 to \$31,050.00
  - Increase Employers Social Security line item #211-760-715 by \$850.00 from \$6,750.00 to \$7,600.00
  - Increase Retirement line item #211-760-718 by \$350.00 from \$1,800.00 to \$2,150.00
  - Increase Life Insurance line item #211-760-719 by \$50.00 from \$300.00 to \$350.00
  - Increase Disability Insurance line item #211-760-721 by \$100.00 from \$450.00 to \$550.00
3. Credit Card Service Cost Center- Increase by \$1,050.00 from \$1,500.00 to \$2,550.00
- Increase Equipment line item #211-769-730 by \$350.00 from \$0.00 to \$350.00
  - Increase Service Fees line item #211-769-806 by \$800.00 from \$1,500.00 to \$2,300.00
4. Stewardship Cost Center-Decrease by \$13,050.00 from \$31,500.00 to \$18,450.00
- Decrease Stewardship Maintenance Employee line item # 211-755-702 by \$10,650.00 from \$10,650.00 to \$0.00
  - Decrease Employers Social Security line item #211-755-715 by \$850.00 from \$850.00 to \$0.00
  - Decrease Retirement line item #211-755-718 by \$350.00 from \$350.00 to \$0.00
  - Decrease Life Insurance line item # 211-755-719 by \$50.00 from \$50.00 to \$0.00
  - Decrease Disability Insurance line item # 211-755-721 by \$100.00 from \$100.00 to \$0.00
  - Decrease Natural Resource Management Supplies line item #211-755-726 by \$1,050.00 from \$4,000.00 to \$2,950.00
5. Program/Events Instructors Cost Center-Increase by \$18,500.00 from \$21,800.00 to \$40,300.00
- Increase Oakland County Camp Instructor line item # 211-762-802 by \$3,400.00 from \$0.00 to \$3,400.00
  - Increase Horse Riding Instructor line item #211-762-804 by \$5,200.00 from \$0.00 to \$5,200.00
  - Increase Community Instructor line item #211-762-805 by \$9,900.00 from \$4,500.00 to \$14,400.00

**Expenditure Total:** \$ 695,500.00

(Previous Total \$652,000.00)

**Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

**X. COMMITTEE REPORTS**

None

**XI. PUBLIC COMMENT**

None

**XII. COMMISSIONER COMMENT**

Chairperson Bower commented that the concrete pad that is installed is for the drinking fountain looks good.

Director Richmond updated the Commissioners on the concrete pour for the drinking fountain pad.

Commissioner Baker commented on the success of the Heritage Festival.  
Commissioner Omell commented on the success of the Heritage Festival.

Commissioner Loncar commented on the success of the Heritage Festival and complimented the staff.

Commissioner Vallad asked about the Color Run that was held on October 5<sup>th</sup>.

Director Richmond replied it went well and the school had about 115 participants. The school was appreciative of the Commission and the Parks staff for their help.

### **XIII. ADJOURNMENT**

**Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:19 pm. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**