

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, November 13, 2018**

**I. CALL TO ORDER**

The November 13, 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:**

Roger Bower  
Anne Loncar  
Dennis Omell  
Angela Spicer  
Jean Vallad

**Staff Present:**

Sarah Richmond

**Others Present:**

Collin Walls, Supervisor  
Joan Wolf

**Commissioners Absent:**

Diane Baker  
Rich Parke

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Vallad moved to accept the agenda as amended, moving Item C. under new business “Discussion of Neighbor for Neighbor Lease” to item A under New Business. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.**

**V. PUBLIC COMMENT**

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes-October 9, 2018 with Additional Disbursements of \$6,324.75 for the Parks & Recreation Fund and \$150.00 for Trust & Agency
- B. Receipt of Activities Report for October
- C. Receipt of Progress Report for October
- D. Receipt of Natural Resource Manager October Monthly Report

- E. Receipt of Memo re: Gate Schedule for 2018 Holiday Season
- F. Receipt of Memo re: Employee Holiday Luncheon
- G. Receipt of Fifty Plus Active Adults November and December Newsletter

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

**VII. OLD BUSINESS**

A. Discussion of Revised Township Sexual Molestation Policy

Supervisor Walls commented that he was here to answer any questions that the Commissioners might have regarding this policy.

Director Richmond reviewed, summarized and explained the draft of the revised Township Sexual Molestation Policy that was provided to the Commission members. She explained the Department's background check procedure.

Commissioners discussed the need to background check the Park Commission members.

Director Richmond stated that her staff and instructors try to not put themselves in a one-on-one meeting situation with children. One of her concerns is that even though they try to observe the rule of three, a situation can arise where it is a one-on-one with a child. The policy uses the language, whenever possible.

Commissioner discussed the need for the rule of three.

Director Richmond commented on other situations that would be a one-on-one situation. She stated that the Township is working on the training policies and procedures. The coaches go through a training module currently and she is adding another module to the current training. She stated that she knows the Township is currently working on the training information and on the disciplinary actions, but she wants to make sure she begins the procedure in an appropriate way, especially for the basketball coaches who start practices in a few weeks.

Commissioner Omell commented on his knowledge regarding background checks, policies and procedures.

Director Richmond continued her presentation of the policy presented.

Commissioner Loncar stated that she approves of the policy as long as they continue to move forward.

Director Richmond asked Supervisor Walls why it suddenly is not covered under general liability any more.

Supervisor Walls stated because it is becoming too prevalent. The Township is only covered this year because the insurance company made a mistake and did not mark the exclusion box on the policy.

Director Richmond stated that every other Parks Department that she contacted did not have this type of policy because it is covered under their general liability.

Commissioners discussed the policy and the need for having it. They also discussed possible training opportunities.

Director Richmond clarified her concerns with the policy and how this would affect the coaches beginning in January.

**Commissioner Vallad moved to adopt the Township's amended Sexual Abuse and Molestation Policy as presented in the attachment to Director Richmond's memo dated November 9, 2018. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.**

Commissioners discussed the need to perform background checks for the Parks Commissioners. Commissioners agreed to background checks and Director Richmond indicated she would provide the necessary forms at the December meeting.

## **VIII. NEW BUSINESS**

### **A. Discussion of Neighbor for Neighbor Lease**

Director Richmond stated that every year the Commission is responsible for reviewing the cost of the lease. She reviewed the action of the Commission last year. She reviewed the lease being proposed. She stated that the current rental fee is \$213 and last year the Commission assigned only part of the 1/3 charges for utilities to Neighbor for Neighbor. She introduced Joan Wolf, Neighbor for Neighbor Director, to the Commission.

Commissioner Vallad stated that she agrees with increasing the charge for utilities and maintenance for 2019. She asked if it was easier to recoup the cost from grant monies if they called it rent.

Ms. Wolf replied that it doesn't matter.

Commissioner Omell asked if the utility charges were correctly assessed at 1/3 for Neighbor for Neighbor. He indicated that the septic pump was part of the 1/3 also.

Director Richmond replied that there are two septic tanks that are pumped once a year. She indicated that Neighbor for Neighbor uses 1/3 of the utilities. She stated that Neighbor for Neighbor also pays an additional \$90 toward dumpster rental every year.

Commissioner Loncar asked if the increased cost puts a hardship on the organization.

Ms. Wolf replied that it doesn't.

Director Richmond summarized the charges that contribute to the yearly amount for utilities and maintenance. She explained to Ms. Wolf the charges that would be included.

**Commissioner Vallad moved to increase the Neighbor for Neighbor Utilities and Maintenance Cost amount from \$178 monthly to \$200 monthly. The rent would remain at \$213 per month. Supported by Commissioner Omell.**

Ms. Wolf asked if the Neighbor for Neighbor volunteers should get background checked.

Director Richmond replied that it might be a good idea; she doesn't know what their insurance coverage entails. She shared the draft policy with Ms. Wolf.

Supervisor Walls commented that they should review the policy closely regarding past events and how that is reviewed and acted upon.

Director Richmond offered to show Ms. Wolf the Parks' Policy that is used for coaches.

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

Director Richmond stated that she will send over information regarding background checks to Ms. Wolf.

#### B. Discussion of Regulating Paramotors on Park Property

Supervisor Walls stated that this subject has absorbed far more time than it is worth.

Director Richmond summarized the activity of paramotors on park property. She summarized the memo in the packet from Greg Need, the Township Attorney, on this subject. She stated that they have had neighbors of the Parks complain about this activity. She stated that she was told by one of the neighbors that this activity has been going on for several years but has recently gotten worse. The activity frequently takes place when the Parks Department is closed. She summarized the neighbors' complaints. The current ordinance does not prohibit them in the Parks. The only thing that a complainant could do is contact the Sheriff's Department to make a noise complaint. She reviewed Mr. Need's memo with the Commission. She summarized recent activity and explained how they operate.

Commissioner Omell asked what happens if they crash and get hurt or killed on Township property.

Director Richmond stated that the current insurance would cover if something like this were to happen. If the Commission sanctions this activity and the underwriter finds out, she doesn't know how this will affect the insurance coverage. Her concern is when they are taking off and landing and even though she was told that they do not do this when the ballfields are being used, she is aware that they have been flying during a game.

Commissioners discussed paramotor activity and possible policies regulating them and possible ordinance amendments. Commissioners discussed drone activity since they are not included in this memo from Greg Need.

Chairperson Bower suggested that they have some type of sign up in the office for this type of activity.

Commissioner Loncar commented that they should be cognizant of the harassment of wildlife and this should be considered and added to any language.

Commissioners discussed possible language for a policy.

Chairperson Bower stated that he doesn't want it to become a regulatory thing.

Director Richmond suggested that the park signage will need to be amended to include this. She clarified that the Commission wanted the language added so it can be included in the Parks Ordinance. She will check with Greg Need as to the subject of drones.

Commissioners suggested that the language says, "unmanned aircraft."

Commissioners and Supervisor Walls discussed the sound of the paramotors and whether or not a ticket could be written for noise ordinance violations.

Director Richmond stated that she will speak to Greg Need, present him with the examples the Commission gave and bring updated language back to the Commission in December for their review. They are considering a policy similar to Oakland County's policy on this subject. She will discuss the addition of drones and adding the no harassment of wildlife to the language.

Supervisor Walls suggested that they add except for emergency landing of balloons.

Commissioner Vallad stated that she feels bad for the noise aspect of individuals who live close.

Commissioners concluded that they are in favor of getting permission before individuals use these items in the Parks.

C. Discussion of Hart Community Center Kitchen Rental Agreement

Director Richmond stated that they were approached by a group that wants to rent the kitchen and produce food to sell at markets or stores. The Parks have a rental agreement currently that addresses renting the kitchen, but she suggested that they increase the monetary amount of \$20.00 per hour represented in this contract. She suggested that it be increased to \$50 per hour for residents and \$60 per hour for non-residents with a minimum of a two-hour rental. Director Richmond stated that they rent their facilities on a yearly basis and their programs and events take precedence over all others. She discussed how the Department determines availability. She added that an individual would not be allowed to rent the kitchen until they were a certified Food Service Manager and she explained why.

**Chairperson Bower moved to increase the rental rates to \$50.00 per hour for residents and \$60.00 per hour for non-residents, with a minimum of two hours for rental of the Hart Community Center Kitchen and to adopt the revised contract as presented in Director Richmond's memo dated November 8, 2018. Supported by Commissioner Vallad. Vote on the motion: Yes: Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.**

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

### A. Bills List

**Commissioner Vallad moved to approve the November bills list totaling \$7,363.74 and Trust in Agency \$150.00. Supported by Chairperson Bower.**

Commissioner Omell asked about the All-In-One Lawncare Services charge, and if this was for an entire month or the entire season.

Director Richmond replied that the invoice in with the bills is a monthly invoice and this amount varies per month depending on how many times they mow, if they mow a different area but they typically bill once a month.

Chairperson Bower asked for an explanation of the septic tank situation.

Director Richmond answered that there are multiple tanks to be serviced and they are listed and billed per tank. She summarized where all the tanks are located and how they are serviced.

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

## **X. COMMITTEE REPORTS**

None

## **XI. PUBLIC COMMENT**

None

## **XII. COMMISSIONER COMMENT**

Commissioner Omell wished the Commissioners a Happy Thanksgiving.

Commissioner Loncar asked if the Commissioners could do direct deposit for pay.

Director Richmond replied that she will get and provide the forms for all Commissioners.

Commissioner Loncar suggested that the Commissioners look at the schedule for 2019 and determine what meetings will not be attended by a quorum so if there are meetings that need to be changed, they can do that before approval.

Director Richmond informed the Commissioners that since they had snow today, they closed Davis Lake and River Run Parks. The Davisburg Elementary PTC provided the Department with a thank you plaque for our help with their color run and she read the note received from these sponsors.

## **XIII. ADJOURNMENT**

**Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:14 pm. Supported by Commissioner Spicer. Vote on the motion: Yes: Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.**