

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, June 12, 2018**

I. CALL TO ORDER

The June 12, 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 (arrived at 7:04pm)
Roger Bower
Carlisle Wortman
Anne Loncar
Dennis Omell
Jean Vallad

Staff Present

Sarah Richmond

Others Present

Supervisor Walls
Chris Nordstrom,

Commissioners Absent:

Angela Spicer
Rich Parke

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as presented. Supported by Commissioner Loncar. Vote on the motion: Yes: Bower, Loncar, Omell, Vallad; No: None; Absent: Baker, Parke, Spicer. The motion carried by a 4-0 vote.

V. PUBLIC COMMENT

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-May 8, 2018 with Additional Disbursements of \$5,737.84 for the Parks & Recreation Fund and \$700.00 for Trust & Agency
- B. Receipt of Activities Report for May
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for May
- E. Receipt of Natural Resource Manager May Monthly Report
- F. Approval of 2019 Rental Rates

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, Vallad; No: None; Absent: Baker, Parke, Spicer. The motion carried by a 4-0 vote.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Parks and Recreation Master Plan Process

Mr. Nordstrom, of Carlisle Wortman, Associates, introduced himself to the Commission. He provided a summary of the recreation master plan process.

Commissioner Loncar asked if they needed to put items in the survey that they know they will never offer. She is looking at the budget and what they could realistically offer.

Mr. Nordstrom stated that this is the time to edit the list for the survey.

Director Richmond stated that she had discussed with Mr. Nordstrom the very thing that Commissioner Loncar asked.

Mr. Nordstrom replied that this is what this process is about. If they get 200 responses and if every response replies that they want a splash pad park, this is something that the Department and Commission should further consider. He agreed that there are some things that don't make sense if they are on the list, like a new community center.

Commissioner Vallad suggested that they keep it quick and easy so more people will complete the survey.

Mr. Nordstrom stated that the information can look intimidating in a Word Document, but it will be a web-based survey with 90% being check boxes.

Commissioner Baker asked if they rank order the choices.

Mr. Nordstrom stated that they use Survey Monkey for the web based survey and he will send the Commissioners a link before it goes public. He answered that it should be a sliding scale.

Mr. Nordstrom replied that it is easy to add a box after, if you think too few, then why and describe what you would like to see.

Director Richmond suggested that if the public answers too "few parks", they should have a follow up question. This might be a better public input meeting question.

Mr. Nordstrom stated that the last question is if "there is something that they have not covered" and usually residents will reply. When the survey is done, he will analyze those answers and try to give a statistical analysis of what they are seeing.

Commissioner Baker stated that she would prefer letting people that are on each side of the scale comment on the survey because they do not know if some of those people are going to be attending the meeting.

Commissioner Vallad stated that they already have 100's of acres of park property in this Township and if a person marks too few, do they really know what parks they already have?

Commissioner Loncar replied that if they mark too few, they are going to be the person that wants the splash pad and skate park. They don't have a park that addresses their wants and needs.

Director Richmond stated that they also might be commenting on the location of parks. The survey will give them resident feedback.

Mr. Nordstrom stated that a park and recreation plan is the wish list for what the park system could look like. You can put items in there that you would like to see developed in the next five years even if you don't think it is likely that it will happen. It gives you something to work towards.

Commissioner Omell commented that they already have many of the items on the list but farmer's market is not on the list.

Mr. Nordstrom stated that he and Director Richmond considered the farmer's market.

Director Richmond suggested that they not put it on the list, but it can be added if the resident misses it.

Mr. Nordstrom commented that they could add it on number ten, "other, please specify".

Commissioners discussed leaving the farmer's market on the list and agreed that it should not be on the list because someone could list it under "other".

Commissioner Baker suggested having an optional tab where a resident could leave their address and a phone number if they want to be contacted by a Parks employee.

Commissioners agreed.

Commissioner Baker asked if they should have categories.

Mr. Nordstrom replied that he thought about that and discussed it with Director Richmond and he explained the evaluation process that they went through.

Commissioners and Mr. Nordstrom discussed the online survey and the list of items and survey questions that should be included.

Mr. Nordstrom stated that he has the option to limit the survey to one per IP address or multiple entries per IP address and he asked the Commission for their viewpoint.

Commissioners discussed limiting the response.

Commissioners agreed that the response should be limited.

Mr. Nordstrom confirmed that the survey opportunity should be advertised, and hard copies should be available for residents to fill out and submit. He explained the timing of the survey that he recommends. Mr. Nordstrom suggested having an anonymous recreation plan email address that allows people to comment directly to one account.

Director Richmond stated that she will talk to the IT Director about setting up this email address.

Director Richmond continued with the discussion about the public input meeting. She explained different formats that this meeting could follow. There are key stakeholders that have been invited in the past and she suggested inviting those persons again via an invitation mailed to them. She suggested Wednesday, August 8th from 6:00 – 8:00 pm.

Commissioners agreed with Wednesday, August 8, 2018 from 6:00 pm – 8:00 pm for the public input meeting.

Mr. Nordstrom explained the format of the public input meeting. He summarized other sections of the Parks and Recreation Master Plan that he is working on. He stated that the previous goals and objectives did not cover accessibility. He believes that they should indicate that they intend on making the parks more accessible to all. He summarized his review of the previous Parks and Recreation Master Plan.

Commissioner Loncar suggested that they strive for a like experience because they cannot make every park immediately ADA compatible and the entire park does not have to be ADA compatible.

Mr. Nordstrom agreed; the like experience is 20% and he provided examples of how that could be achieved. He stated that the goals and objectives should be somewhat based on public input so they really won't know what those goals and objectives will be until after the survey has closed.

Commissioner Vallad suggested that on page 33, remove a beach out of the Mill Pond description.

Director Richmond clarified that this was a past document that was included. She confirmed that it will be removed in the new document.

Commissioner Vallad suggested that social media is used for marketing as much as they can.

Mr. Nordstrom agreed. He urged the Commissioners to email him with ideas.

Director Richmond suggested that she is copied on these emails.

Mr. Nordstrom clarified that the Commissioners should send ideas to Sarah and then she can forward on to him.

Commissioner Omell commented that his presentation and documentation was very thorough.

B. Discussion of 2017 Audit Report, Discussion of 2019 Budget Process, and Allocation of Prior Year Funds

Director Richmond provided a synopsis of the budget report provided to the Commissioners. There are Prior Year Funds per the audit report of \$387,223.00. She asked the Commissioners if they wanted to allocate any of the unallocated funds knowing that the facilities and equipment is getting older plus it is recommended that they set some of that money aside for future purchases and replacement costs. Currently the allocation for Equipment and Vehicles is \$40,000, allocation for Development is \$40,000, allocation for Building and Facilities is \$30,000, allocation for Emergency Reserves is \$10,000. She stated that they are anticipating using \$49,700 to balance the 2018 budget. She explained how funds would be used for these areas of the budget.

Commissioner Vallad moved to allocate an additional \$10,000 to Equipment and Vehicles, an additional \$20,000 to Development, and additional \$20,000 to Building and Facilities for a total of a total of \$50,000 allocated.

Director Richmond stated this would leave \$160,000.

Supported by Commissioner Omell.

Commissioner Loncar asked if it doesn't get spent, does it stay there.

Director Richmond answered yes.

Director Richmond clarified that the unallocated would be \$167,523.

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

Director Richmond asked if the Commission would like to see raises in the first draft of the 2019 budget and if so, what percentage.

Commissioner Vallad answered 3%.

Commissioners discussed raise amounts and current wage amounts.

Director Richmond stated that typically they put a Contingency amount of \$5,000 that would come out of Prior Year Funds. She asked if they wanted to change \$5,000 to \$8,000.

Commissioner Vallad replied no.

Commissioner Vallad moved to have Director Richmond add a 3% increase in wages for the Parks and Recreation staff for 2019. Supported by Chairperson Bower.

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

Director Richmond confirmed that Contingency would stay at \$5,000. She informed the Commission that since all full time staff is now salaried, the Commission will no longer see the hours divided out of different cost centers in the budget process. She has started park inspection with the 5-year plan in mind for the budgeting process. There will be some contracted tree work coming up and there will be other repairs up for consideration. She stated that she needs to have the budget information turned in to Supervisor Walls by the end of July. They might need to have a special meeting in July.

Commissioner Vallad stated that she does not worry about the budget with Director Richmond at the helm.

Supervisor Walls stated that he makes similar comments to Director Richmond regularly.

Director Richmond stated that the Recreation Superintendent has added many programs and there is an overage in Community Programs expenditures line. The Cost Center is fine now but will need to be addressed in the future. There is a corresponding increase in revenue to off-set the expenditure increase.

C. Springfield Site Action Committee Requested Endowment Fund Agreement

Director Richmond summarized the Fund Agreement revision request. This revision was approved by SSAC in April 2016. The request is for the Commission to accept and approve the revision to paragraph 5 outlined in the memo. The revision is adding the presence of the Natural Resources Director.

Commissioner Loncar moved to approve Springfield Site Action Committee requested Endowment Fund Agreement change to paragraph 5 in accordance with the memo dated June 6, 2018. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.

Commissioner Vallad stated that 10% is not enough for Stewardship and Maintenance. She asked if there was a way they could address this with the Township Board and SSAC.

Supervisor Walls advised Commissioner Vallad that she would need to contact Nancy Strole.

Commissioner Vallad stated that she would. They are adding all this park land which is great but they do not have the funds to maintain it.

Commissioners discussed the 10% amount and why it should be changed.

Supervisor Walls provided historical information about the agreement, the fund and how the 10% has been used.

Commissioner Baker stated that if they are going to ask for more than 10%, they should have a clear picture about how it should be used.

Commissioner Vallad stated that according to paragraph 4, they do not have to specify how it is used.

Director Richmond commented that she has been told that it is not for maintenance, it is to be used for development and stewardship.

Supervisor Walls stated that it would be easy to do what Commissioner Baker suggested; they could look at River Run over the last two years.

Commissioners agreed.

D. Discussion of Mill Pond Park Dumpster Door Replacement

Commissioner Vallad moved to authorize Director Richmond to spend no more than \$3,000 to replace the dumpster doors at the Mill Pond Park. Supported by Commissioner Baker.

Director Richmond clarified what the repairs included.

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

E. Closed Session

Commissioner Vallad moved to enter into Closed Session. Supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.

Commissioners entered into Closed Session at 8:17 PM

Commissioners exited Closed Session at 8:45 PM

(Amended Motion)

Commissioner Vallad moved to enter into Closed Session to discuss a potential property purchase. Supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Bower,

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

Commissioner Vallad moved to approve the use of Endowment Funds as discussed in Closed Session. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the June bills list totaling \$12,574.58 and Trust in Agency \$250.00. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Commissioner Baker stated that it is exciting to have discussion and to see the vision for the Township come into fruition. The upcoming survey will capture the residents' vision. She thanked Director Richmond for all her work.

Commissioner Omell thanked Director Richmond for her hard work. He was upset that the Fishing Derby got cancelled.

Director Richmond stated it was disappointing that they had to cancel the event due to the weather, unfortunately with all the storms that day it was necessary.

Commissioner Loncar thanked Director Richmond.

Commissioner Vallad and Chairperson Bower concurred.

Director Richmond updated the Commissioners on the fact that the drinking fountain broke at Shiawassee ball fields. It is not an easy fix because it was a custom build. They are currently looking at their options. She is currently addressing issues with a Paramotor in the area. She explained that it is a parachute with a motor on it that is strapped to the back of a person.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:56 pm. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 4-0 vote.