

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, July 10, 2018**

I. CALL TO ORDER

The July 10, 2018 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

Roger Bower
Dennis Omell
Rich Parke
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond

Commissioners Absent:

Diane Baker with notification
Anne Loncar with notification

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as amended, adding New Business. C. Discussion of Davisburg Elementary PTC Event. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker, Loncar. The motion carried by a 5-0 vote.

V. PUBLIC COMMENT

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-June 12, 2018 with Additional Disbursements of \$7,240.21 for the Parks & Recreation Fund and \$900.00 for Trust & Agency
- B. Receipt of Activities Report for June
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for June
- E. Receipt of Natural Resource Manager June Monthly Report
- F. Receipt of June and July 50 Plus Active Adults Newsletter

Receipt of Communications

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

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Five Year Plan-1st Draft

Director Richmond summarized the 1st draft of the Five-Year Plan including the preparation that was made with staff members. She summarized all sections including Equipment, Hart Community Center and Shultz Park. She described one of the proposed locations for a new joint maintenance building at Shultz Park. She emphasized that this document was a work in progress and more work would be done on it. She explained the section on the pathway and the Mill Pond Dam. She also provided information on the Storybook Trail including what areas are proposed to be ADA compliant and the repositioning of the Trail and making the asphalt trail behind the pavilion into a limestone path.

Chairperson Bower agreed with the creation of the limestone path.

Director Richmond and Commissioners continued discussing the pathway improvements and unforeseen repairs that came up in the last year.

Commissioner Spicer asked why beach sand was in the budget for Mill Pond.

Director Richmond stated that the five year plan showed that we would budget for sand in the 2018 budget year because that was before the Commission made the decision to close the beach.

Commissioner Parke asked about the timing of the plan for this year.

Director Richmond stated that if they have a special meeting, the numbers would still be rough estimates. She would like to solidify the numbers by the August meeting.

Commissioner Parke commented that that is why it should be considered a plan. He asked if any action is needed tonight regarding the 5 Year Plan.

Director Richmond answered no.

B. Discussion of 2019 Park Fund Budget – 1st Draft

Director Richmond provided a summary and explanation of the 1st draft of the 2019 Park Fund Budget.

Chairperson Bower asked about the Commissioner's salary.

Director Richmond stated that the Township Treasurer suggested that the amounts are rounded up to the nearest fifty or one hundred and that is what she did. Director Richmond explained how she came up with the estimated Commissioner salary amounts. She stated that she compares these numbers to the amounts for the last two years and she also tries to anticipate what they are going to do. She is conservative with the Revenue numbers.

Commissioner Parke asked if action was needed on the budget.

Director Richmond replied they should discuss it this evening and if they do not agree, they should have another meeting to approve it after it is finalized.

Director Richmond commented that she received the tax collection number from the Township Treasurer which was determined using a formula and taking the Headlee rollback into consideration. \$472,500.00 is a conservative number was provided.

Commissioner Parke noted that there is a lot of construction throughout the Township that he has noticed, and it seems that the economy has picked up considerably. This should result in new assessed values that are not subject to the Headlee amendment. He believes that the number the Treasurer provided is conservative.

Director Richmond replied that the Treasurer takes into account property coming off the roll due to property exemptions and veteran benefits. She states that last year they budgeted \$462,000 and \$465,540.39 was brought in.

Commissioner Parke asked if all of the Revenue numbers were on the conservative side.

Director Richmond replied some are conservative and some are bumped up. Everything under Fees Cost Center was increased and she explained why. She increased Interest and Dividends. The transfer from General Fund is shown in red because that is typically what the Commission has asked the Township Board to cover. There were some changes in baseball because the older age league attendance was down. For HCC Rent, she dropped it to \$8,000 because of what the numbers are to date. She increased HCC Lease some because this is Neighbor for Neighbor rent. If the Commission decides to increase the rent, this amount could change. The Reimbursing Revenues Cost Center was dropped because there will be no election in 2019.

Commissioner Parke asked if there was a line for Transfer in from Prior Year Funds.

Director Richmond replied that they can no longer do this. The difference for this year is \$42,050.00 and it shows on the last page of the budget printouts that the clerk's office gives us. She commented that they are currently budgeting 15% for increase in health care but she will not know exactly what this amount is until October. They will approve the budget with 15% but it might change. The Repair and Maintenance Cost Center and Supplies and Equipment Under \$10,000 are both red because they are question marks and she is still working on it. Administration Personnel Cost Center includes a 3% pay increases. Stewardship Cost Center was cut way back and she explained why. All staff time for stewardship activities will be taken out of the Maintenance Personnel Cost Center. She explained that the pesticide is now stored at 700 Broadway Garage, the old Fire Station 1. She included \$1,600 for the Mill Pond shore

restoration project which will be started this year and will continue through next year. The removal of the fence is not in the 2019 budget because depending where they are in the planting process will depend on how long they want to keep the fence up.

Commissioner Parke asked if they could change the title on some of the line items that are no longer in use to be "Open" or "Future Use" so they can be held as a place marker. He commented that Lifeguards is an example.

Director Richmond concurred. She reviewed Programs and Event Cost Center and she explained further. She added that Taco Tuesday is under Miscellaneous Events. She reviewed the Supplies Cost Center. She reviewed the Basketball Program.

Commissioner Parke suggested contacting Independence Township because they have discontinued their program and they might be interested in promoting Springfield's basketball program.

Director Richmond continued with the Budget summary explaining the Facilities and Operational and Supplies Cost Center.

Director Richmond continued with the budget summary with Consultant and Contractor Cost Center. She stated that the intention is to finish the Master Plan this year. She explained further changes in this cost center including money that she set aside for tree work.

Director Richmond and Commissioners discussed proposed contractor work.

Director Richmond commented that they may want to look at making a part-time maintenance position into a full-time maintenance position to cover the buildings and outdoors. They are currently stretched thin with two full time staff. Seasonal maintenance was increased to \$12,000 for the 2019 Budget because minimum wage is going up.

Commissioner Vallad asked about setting the Special Meeting.

Director Richmond replied that she needs some time to work on budget items. They could wait until the regular August meeting, but she needs to give something to the Township Board by July 31, 2018 which would include what they are asking for from the General Fund.

Commissioner Vallad suggested that Director Richmond gives Supervisor Walls the \$6200 amount showing in the first draft.

Director Richmond concurred.

Director Richmond and Commissioners discussed the next proposed budget meeting for the Commission. Commissioners discussed how well Director Richmond is managing the Department's budget.

Commissioner Vallad asked that there is no raise in the budget for the Commissioners; she asked if everyone agrees with that.

Commissioners agreed to leave their pay at \$50 per meeting.

Director Richmond stated she would make that change.

Commissioner Vallad stated that the Commission had discussed trying to keep \$100,000 unallocated.

Commissioners agreed that the decision on the Special Meeting was to wait until the Regular meeting on August 14, 2018.

C. Discussion of Davisburg Elementary PTC Event

Director Richmond stated that Davisburg PTC (Parent Teacher Connection) approached the Department about holding a Color Run as a fundraiser at the Shiawassee Basin Preserve. This event would be held in conjunction with the PTC's annual Family Fun Night, either the first or second Friday in October and it is to be used as a fundraiser event. The funds they raise help them to continue doing things for the school. They would like to book the event for Friday, October 5, 2018 with a rainout date of Saturday, October 6, 2018. They would like the Commission to determine if they could use the property for the event and if yes, would there be a rental fee and how much. Or, is the Commission willing to have the Department work with them on this event. She stated that they do a lot with Holly Area Schools and this would be a great way to continue working with them. She recommends that the Commission does not charge PTC for rental of the property. She believes that it would be a good opportunity for the Department to get involved with the school. They are asking for limited involvement. She explained the paperwork that is required to be completed by the organization for the event whether they charge rent or not. The school would have insurance and the Department would make sure that they were covered under that insurance.

Commissioner Vallad asked if any Commissioners feel that they should pay for rent.

Commissioners answered no.

Commissioner Parke stated that the appropriate thing to do would be to charge them the normal rental fee and then reimburse the fee to them. He suggested checking with the Township attorney on this.

Commissioners Vallad suggested that the Department gets added to advertisements as partnered with and she was thinking that Director Richmond's suggestion for a security deposit is a good idea.

Director Richmond stated that if they do Option 2 and the Department partners with the PTC group, she suggests a security deposit. If the Department is a co-sponsor, PTC asked if the Department would want something for that. She stated that either way, they should have Maintenance Staff present. Even if they do not participate, Director Richmond stated that she will attend.

Commissioner Parke asked about the coloring that is used.

Director Richmond stated that she researched the coloring used and it is supposed to be biodegradable and not harmful. The group encourages the use of goggles to prevent it from getting in the eyes. She still is questioning whether it will stain concrete and bathroom facilities.

Chairperson Bower stated that the powder may attract ants. He suggested that the PTC take pictures of the participants and sell them as a fundraiser.

Commissioner Vallad asked if they have enough Department staff to get involved with placing cones, painting, etc.

Director Richmond stated that the time period of this event will be slower, and it will be after Heritage Festival. They would need to paint a start line and finish line and she summarized the proposed track would be used for both children and adults. She believes that it is a great way for the Department to get involved with the school and for people to see one of the trails that the Department has.

Commissioners agreed that the Department should not receive any compensation for their involvement.

Commissioner Parke suggested that Mike Losey be contacted to determine if there are any detrimental effects of the powder.

Director Richmond concluded that for this year, the Department will not retain any portion of the race amounts. The Department should be represented on all advertisements, shirts, etc. She suggested that she tell the group that the Department wants to see the first year go well so they are going to donate the property and partner with them. She stated that she will also advise them that PTC will have to provide a clean-up crew to help with clean up the next day. She stated that she will also charge a security deposit of \$250 which will be held. She will check with Mike Losey about the powder. A fundraising option could be to sell pictures. She will check with Greg Need about charging for coverage and insurance.

Commissioner Vallad moved to allow Davisburg Elementary PTC the use of the Shiawassee Basin Preserve as outlined in Director Richmond's notes contingent upon all items discussed prior to this motion. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker, Loncar. The motion carried by a 5-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the July bills list totaling \$13,914.73 and Trust in Agency \$450.00. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker, Loncar. The motion carried by a 5-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

Michelle Roldan introduced herself to the Commission. She is a student at Grand Valley University and is completing an online class at Oakland Community College.

XII. COMMISSIONER COMMENT

Chairperson Bower thanked Director Richmond for the great job.

Commissioner Omell commented on his recent vacation.

Commissioner Spicer thanked Director Richmond for the continued good work.

Commissioner Vallad asked about volunteer opportunities.

Director Richmond reminded the Commission about Taco Tuesday on August 7, 2018. The Department is holding the Public Input Meeting for Master Plan on Wednesday, August 8, 2018 from 6:00-8:00PM.

XIII. ADJOURNMENT

Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:31 pm. Supported by Commissioner Spicer. Vote on the motion: Yes: Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker, Loncar. The motion carried by a 5-0 vote.