

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, August 14, 2018**

I. CALL TO ORDER

The August 14, 2018 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:02 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

Commissioners Absent:

Rich Parke with notification

IV. AGENDA REVISIONS AND APPROVAL

**Commissioner Vallad moved to accept the agenda as presented.
Supported by Commissioner Omell. Vote on the motion: Yes:
Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent:
Parke. The motion carried by a 6-0 vote.**

V. PUBLIC COMMENT

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-July 10, 2018 with Additional Disbursements of \$13,872.91 for the Parks & Recreation Fund and \$650.00 for Trust & Agency
- B. Receipt of Activities Report for July
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for July
- E. Receipt of Natural Resource Manager July Monthly Report
- F. Receipt of June Budget Printouts
- G. Approval of Revised Registration Waiver Language
- H. Approval of Revised Refund Policy Language – Transfers
- I. Receipt of Parks & Recreation 2017 Audit Report

Receipt of Communications

Commissioner Vallad moved to accept the consent agenda as presented with the revision to the meeting minutes. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.

VII. OLD BUSINESS

A. Discussion of Five Year Plan – 2nd Draft

Director Richmond summarized the five-year plan provided to the Commission. She stated that there is one more item she would like to add to the plan, which is a new key system for the park facilities. She stated that she put Maintenance Garage under Shiawassee North. They will be discussing the potential for a joint maintenance garage at the Budget Workshop meeting on August 23rd at 6:00 pm. She stated the 700 Broadway building is not a long-term solution for Parks Department, but it will be a help. She stated that when the subject comes up as to what Parks will pay towards the maintenance building, she would like to say that the Park Commission has discussed some options. She stated that one option may be that the Parks Department could cover operating funds for the building meaning the utilities, water testing, fire extinguishers, cleaning supplies, etc. This item still needs to be discussed and the amount and options are yet to be determined. She would like to know how the Parks Commission feels about her offering to pay operating costs for new building as the Parks contribution to the new building for a set number of years.

Commissioner Vallad agreed with Parks Department contributing to operating costs.

Commissioner Loncar commented that the Parks Department does not have a large amount to contribute at the beginning of construction.

Director Richmond replied that it is a lot easier to take a little amount out of prior year funds.

Commissioner Baker stated that the Township is not going to just pay cash for the building either.

Director Richmond stated that when she and others met with the Supervisor, they did not discuss how it was going to be funded but she is sure that it will come up at the Budget Workshop on August 23rd.

Commissioner Vallad asked if they had considered adding on to the maintenance building that is in Shiawassee already

Director Richmond replied it would be difficult because the well and septic are right behind the building. There is also a swale there and it would not provide a site to get the building of the size that they need it to be.

Commissioners discussed the maintenance building costs and construction. Commissioners agreed with supporting Director Richmond in offering payment for operational costs as an option to the Township Board.

Commissioners discussed the proposed construction of the new maintenance building and how it would address Parks Department needs.

B. Discussion of 2019 Budget – 2nd Draft

Director Richmond reviewed the Five-Year Maintenance Plan and the Five-Year Equipment Plan. Commissioners discussed plan details.

Director Richmond provided a review of the 2019 Budget provided to the Commissioners. The budget assumed a 4% salary increase. Commissioners discussed salaries of Parks employees and Township employees. Commissioners discussed the health care insurance and the possible increases. Commissioners agreed to add the additional amount to the personnel contingency, so it would be there as needed.

Commissioner Vallad commented that she does not want Director Richmond to keep waiting on getting projects completed because they have some funds available in prior year to complete necessary projects.

Commissioner Loncar asked what type of projects they are talking about.

Director Richmond replied some of the projects such as the limestone trail and the water fountain in Shiawassee. She stated that the drinking fountain will cost approximately \$2,000 because it has to be ADA compliant, but there is also a concrete pad that is needed for the fountain. The Township Board just approved the work on the Storybook Trail. She would like to fix the path behind the Shiawassee Pavilion; they either need to rip it out and put in new concrete or asphalt, or continue the limestone from the storybook trail.

Commissioner Vallad stated that she is talking about projects that Director Richmond would like done but does not have the staff available. She suggested that she keep seasonal help a little longer to get projects completed and if she does, would \$12,000 be enough for seasonal pay for 2019.

Commissioners discussed extending the seasonal hours and they discussed the seasonal salary amounts for 2019 with Director Richmond. Commissioners agreed to raise that cost center to \$15,000 for 2019.

Director Richmond stated that she increased tax collection to \$480,000 and reduced the Commissioners' line. She provided a summary of changes that she made to this budget concentrated in maintenance and equipment and an increase in the senior cook rate.

Director Richmond discussed the June budget printouts and explained that the balance sheet had not been updated with the new allocations for the Prior Year Fund balance. The new equipment amount is \$50,000 instead of the \$40,000 it shows. The amount for development is

\$60,000 instead of \$40,000. The reserve for Building and Facilities is \$50,000 instead of \$30,000. They left the emergency amount at \$20,000. This gives them \$217,223.69 in unallocated funds. Prior discussions concluded with the idea that the Commission did not want this to dip below \$100,000. So far, it does not appear that they are going to touch prior year funds, but Director Richmond indicated that this could change. Director Richmond summarized the current year budget numbers. This does not take into consideration doing the drinking fountain and some other projects that she might be able to get done.

Commissioner Vallad moved to approve a new revenue total for the 2019 Budget of \$611,000.00 and a new expenditure total for the 2019 Budget of \$656,500.00. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.

Commissioner Baker asked if the new drinking fountain was going to have a water bottle filler.

Director Richmond replied that no, it would probably just be the regular drinking fountain.

VIII. NEW BUSINESS

A. Discussion of RecPro Cloud Hosting Quote

Commissioner Vallad moved to approve the use of RecPro Cloud Hosting in 2019 instead of the server currently used. Supported by Commissioner Loncar.

Chairperson Bower asked if Director Richmond was happy with the maintenance provided.

Director Richmond replied yes. This year has been the toughest because of the credit card chip readers and slow response time. One of the fixes is moving to the Cloud. The contract ends in March, but she would like to start the new service in January, or now.

Chairperson Bower asked about security.

Director Richmond replied that they provide security features and she had the IT Administrator review it too.

Commissioner Vallad moved to amend the motion to make the start date for the use of RecPro Cloud Hosting to September 1, 2018. Supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.

B. Discussion of Shoreline Restoration

Chairperson Bower asked about the bid amount.

Director Richmond stated that she is asking for approval for the amount stated in her memo.

Director Richmond explained the two types of plant material that could be used. She suggested that they go with the easy, clean look. They would wait until the end of September or beginning of October to do the plantings. They have budgeted \$1600 for the project.

Chairperson Bower asked if this was to do the area that is exposed now.

Director Richmond replied it will cover the shoreline for X amount of feet and her recommendation is to go with GEI. This was also reviewed and supported by the Natural Resources Manager.

Commissioner Omell moved to accept the bid from GEI Consultants of Michigan for Project #3 for price of \$1500 and eliminate the top soil option. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Baker moved to approve the August bills list totaling \$12,802.21 and Trust in Agency \$1,250.00. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Commissioner Baker stated that she is excited about the direction the Department is heading. It is full of positive growth and she is pleased with the way they are working with the Township. The review of the Master Plan and she thanked Director Richmond for her help.

Director Richmond suggested that the Commissioners email their comments to her and she will forward them to Chris Nordstrom, Carlisle Wortman.

Chairperson Bower stated that he was disappointed in the poor turnout for the Master Plan meeting, but he thanked Director Richmond for her support at the meeting.

Director Richmond commented on the survey. She stated that the Township Budget Workshop is on August 23, 2018 at 6:00 pm.

Commissioner Omell congratulated Commissioner Loncar on her recent election win.

Commissioner Spicer suggested uniform t-shirts for the Commissioners.

Commissioners agreed.

Director Richmond commented on the t-shirts. She will ask Ms. VanGilder to forward information to the Commissioners.

Commissioner Loncar suggested that she bring the book to the next meeting.

Director Richmond concurred.

Commissioner Vallad thanked Director Richmond for her work on the budget.

Director Richmond suggested that the Commissioners stop by the Hart Center to view the new doors that were installed at Neighbor for Neighbor and the beach entrance and the landscaping improvements.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:24 pm. Supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.