

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, September 11, 2018**

I. CALL TO ORDER

The September 11, 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

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 amended moving K. Letter from Kathy Rollins to New Business C. 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.

V. PUBLIC COMMENT

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-August 14, 2018 with Additional Disbursements of \$15,037.44 for the Parks & Recreation Fund and \$250.00 for Trust & Agency
- B. Receipt of Activities Report for August
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for August
- E. Receipt of Natural Resource Manager August Monthly Report
- F. Receipt of July Budget Printouts
- G. Receipt of August Budget Printouts
- H. Receipt of Fifty Plus Active Adults September and October Newsletter
- I. Receipt of Memo with Update on Storybook Trail & SBP Pavilion Trail
- J. Receipt of Memo to Township Board with Heritage Festival Requests
- K. Receipt of Letter from Kathy Rollins

Receipt of Communications

Commissioner Vallad moved to accept the consent agenda as revised. 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.

VII. OLD BUSINESS

A. Approval of 2019 Budget

Director Richmond summarized the latest 2019 Budget version. This is the version that the Township Board received.

Commissioner Vallad moved to adopt the 2019 Budget with Expenditures totaling \$657,450.00 and Revenue totaling \$611,000.00. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

VIII. NEW BUSINESS

A. Discussion of Potential New Maintenance Building

Director Richmond introduced Mike Forst, Property Manager, as being one of the members of the Maintenance Building Committee as well as herself and Mike Losey, Natural Resources Manager. She summarized Mike's recent presentation in front of the Township Board. Mike Forst will provide a basic concept presentation for the Commission as to what they are thinking of building.

Commissioner Parke stated that he was at the Township Board meeting and he asked Mike Forst to come to the meeting tonight to make a presentation.

Mike Forst, Property Manager, explained that a spreadsheet was prepared which lists all the equipment and proposed square footage for that equipment for storage after examining all the requirements of that equipment. This is how the committee determined the proposed size of the building. They looked at numerous sites and how those sites would accommodate their needs. The preferred site that is recommended is at the Civic Center between the Shiawassee Basin Preserve driveway and Davisburg Road. Mr. Forst provided details about the site which make it the best option and presented a proposed site map and concept images of the building. He outlined possible add-on options to this proposed site. He also summarized a proposal for a covered carport area being added behind the 700 Garage. The recommendation would be to build a block building.

Commissioner Loncar suggested having bay doors on each side so you could drive through. She suggested having an area where the mulch could be covered.

Mr. Forst continued his presentation outlining the proposed maintenance building.

Commissioner Baker asked how many spots there would be for staff parking.

Mr. Forst replied they would have to consider all the staff requirements. He suggested 12-16 spots.

Commissioner Omell asked if they were looking at a total of 4800 square feet.

Mr. Forst replied that this was the original estimate, but they are now considering a larger building. Mark Yovich reviewed the original plan and determined that it would be closer to 7000 square feet. The Township Board liked the proposed site out front. Director Richmond was going to do some research to determine if they can build in that spot due to a grant that the Department had received. They are looking to expand the Committee going forward and he asked Commissioner Loncar if she would join it. They were also going to ask Trustee Hopper to become a member of the Committee too. He suggested that they involve Construction Manager Mark Yovich as they move forward.

Chairperson Bower asked if there was going to be a second story.

Mr. Forst explained the layout of the building including the loft area. He explained the positives to having one maintenance building for all departments.

Director Richmond commented that joint use equipment would now be obtained differently.

Mr. Forst and Director Richmond further explained the benefits to joint use of equipment.

Chairperson Bower asked about the cost.

Commissioners discussed the proposed cost.

Commissioner Vallad asked the final cost of Fire Station 1.

Mr. Forst replied that he did not know. He provided examples of how outside storage affects vehicle condition and longevity.

Commissioners agreed that indoor storage for vehicles and equipment is preferred.

Commissioner Vallad asked how the Township Board reacted to the budget for the maintenance building.

Mr. Forst replied that a couple of Board members were disappointed that bond funds couldn't be used for it.

Commissioner Parke reviewed why the bonds should be used now and for what projects as was discussed at the Township Board Budget Workshop.

Commissioners, Director Richmond and Mr. Forst discussed the Township Board Budget Workshop discussion regarding the budget for the maintenance building. They concluded that a lot more discussion needs to happen regarding the budget for the proposed building.

Commissioner Parke asked about the grant that was given for the proposed building site.

Director Richmond stated that the area that is proposed for the new maintenance building received a grant and for ten years, they were not allowed to develop it. She is currently looking for paperwork regarding this grant received. She will contact Fish and Wildlife who they received the grant from.

Commissioner Baker asked if there was talk about putting handicapped accessible features in the building.

Mr. Forst replied no.

Commissioner Baker asked if there was talk regarding aesthetics of the building.

Mr. Forst replied yes; they will make sure that it matches the Civic Center Building as much as possible. He stated that he is still concerned about making sure that the functionality of the building is the emphasis.

Director Richmond explained the reasoning behind the composition of the Committee.

Commissioner Parke commented that the Park Commission and Township Board are working together and working to have good communication through this process

Commissioner Baker indicated that this is an investment in the future of the community.

Commissioner Vallad stated that having the spreadsheet equipment information attached to the memo from the Supervisor would have been helpful.

Director Richmond complimented Mike Forst for all his hard work.

B. Discussion of Senior Cook Contract

Director Richmond stated that they have not had a contract with this person but since all other contractors/instructors have a contract, it is time for this person too. The Township Attorney has reviewed the contract that was submitted in the Commissioner's packets. She summarized the process to getting the point where a contract was needed and the history of the pay and pay requests for the cook. She stated that the cook works all special events and senior lunches. She suggested that the cook should be paid \$90 for all including special events and senior lunches. This number is in the proposed contract and the 2019 budget.

Commissioners discussed the proposed pay for the Senior Cook.

Chairperson Bower moved to set the contract pay at \$90.00 per event for both Senior Lunches and the Special Events for the Senior Cook and moved to approve the contract with Greg Need's revisions. 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.

C. Receipt of letter from Kathy Rollins

Chairperson Bower stated that Ms. Rollins is very concerned about the use of the chemical Round-Up. She is voicing an opinion that it is not good to use in natural areas.

Director Richmond stated that Mike Losey, Natural Resources Manager, spoke to Ms. Rollins about this subject.

Commissioners and Director Richmond discussed the use of Round-Up and the fact that it is posted when it is used. They understand Ms. Rollins concerns and discussed the proper use of chemicals. They also discussed Mike Losey's background and vast knowledge of this subject and the effects of the invasive species on the natural areas.

Commissioners concluded that moving forward, both the Parks and Recreation Department and Natural Resources Department will use all tools at their disposal to protect the environment.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the August bills list totaling \$14,814.42 and Trust in Agency \$750.00. 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.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Commissioner Parke thanked Mike Forst for the presentation provided.

Commissioner Baker thanked Mike Forst and Director Richmond for the work on the maintenance building proposal.

Chairperson Bower complimented the new Storybook Trail design.
Commissioner Omell commented that he is looking forward to Heritage Festival.

Commissioner Vallad commented that the trail over by the pavilion could be mistaken for a road.

Director Richmond stated that the sidewalk that was there before was the same width. She suggested that they leave it alone and see what happens because if they start putting rocks or bollards in the middle, it defeats the purpose of being accessible.

Commissioner Vallad thanked the maintenance building committee and Director Richmond for her work on the budget.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:15 pm. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.