

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, March 14, 2017**

**I. CALL TO ORDER**

The March 14, 2017 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:04 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  
Administrator  
Roger Bower  
Dennis Omell  
Rich Parke  
Angela Spicer

**Staff Present**

Sarah Richmond

**Others Present**

Chris Benedict, Township IT

**Commissioners Absent:**

Lisa Christensen with notification  
Jean Vallad with notification

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Parke moved to accept the agenda as amended moving  
New Business A. in front of Old Business. Supported by Chairperson  
Bower Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer; No:  
None; Absent: Christensen, Vallad. The motion carried by a 5-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes-February 14, 2017 with Additional Disbursements of \$1,732.37 for the Parks & Recreation Fund and \$150.00 for Trust and Agency
- B. Receipt of Activities Report for February
- C. Receipt of Progress Report for February
- D. Receipt of Financial Summary

- E. Receipt of February Before Audit Budget Printouts
- F. Receipt of Natural Resource Manager February Monthly Report
- G. Receipt of memo re: Returning Contractors
- H. Approval of Extending Brochure Designer Services
- I. Receipt of 50 + March and April Newsletter
- J. Receipt of Letter from Oakland County's James Keglovitz

Receipt of Communications

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

**VIII. NEW BUSINESS**

A. Approval of Computer Towers Purchase

Director Richmond stated that they purchased the current computers in 2012. The two computers that consistently have issues are hers and the Recreation Superintendent's.

Chris Benedict, IT Administrator, stated that he has had several conversations with Director Richmond during the budgeting process last year to provide an estimate for computer equipment needed for 2017 and he gave her an amount of \$800 to \$1200 per computer to replace equipment. He is now leaning toward spending more on the processor so they would get better performance during the life of the computer as well as extending the life of the computer. Therefore, they went from the \$800 originally budgeted for to a \$900 range. He confirmed that the life is in the 5-7-year range. They have had problems with the Recreation Superintendent's computer since it was purchased.

Commissioner Parke asked if the one unit that was offered is no longer available.

Director Richmond answered yes, that is the case. These computers were in limited supply and are now gone; she referenced the G2 models in her memo.

Mr. Benedict confirmed that they are no longer making these models known as the G2 since they are on to the G3 series.

Commissioner Omell asked what the current warranty is on the new computers.

Mr. Benedict answered three years on parts and labor and includes on-site warranty work. He summarized the recent purchases that the Township has made in computers and confirmed that HP was very responsive when they were called out.

Commissioner Parke stated that they had budgeted to replace three computers but the dollars only support two and a half. He asked what are the upsides and downsides of just replacing two versus trying to find the additional funds.

Director Richmond stated that the priority is to replace the high use computers first which would be the Administrative Assistant's, Recreation Superintendent and hers first. The counter computer is functioning well and does not need to be replaced right now. She stated that if they

could not replace the Administrative Assistant's computer, she would be under a different Windows version.

Mr. Benedict stated that there are differences between the two windows versions but should not present any conflicts. One of the downsides to not replacing them all at the same time is that they are not all learning the new operating system at the same time. The biggest differences are visual and changes in how to do administrative functions.

Commissioner Baker stated that if something happens to one of the existing computers and they cannot fix it by repairing it, this is a key piece of equipment and it should be purchased.

Mr. Benedict stated that if they decide to replace the Administrative Assistant's computer next year, they will be doing a mass replacement of the Township computers so they will probably be able to get a discount.

Director Richmond stated that she would want to buy a new one for the Administrative Assistant and the Office Assistant next year.

Mr. Benedict stated that since the Township moved to Office365, they just need to move the license over and the programs update automatically.

**Commissioner Baker moved to purchase two HP EliteDesk 800 G3 computers based on Director Richmond's March 6, 2017 letter for \$933.40 each for a total of \$1866.80. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer; No: None; Absent: Christensen, Vallad. The motion carried by a 5-0 vote.**

## VII. OLD BUSINESS

### A. Discussion of River Run Preserve

Director Richmond summarized and explained the River Run Preserve Report prepared and presented to the Township Board on March 9, 2017. The Report copy in the Commission's packet included the breakdown of what the expenses were for the trail development because the Township Board only wanted a base number. She stated that Mike Losey, Natural Resources Manager, and she presented this report to the Township Board on March 9, 2017. The Township Board discussed the fact that the Park Commission has not yet had the chance to discuss the unplanned or unbudgeted project that she included in the report. The Township Board discussed the Parks Department using the remaining Stewardship Fund (\$5,542) and whether they were going to make them whole on the difference. The Township Board moved to authorize the remaining funds in the Stewardship Endowment Fund in the approximate amount of \$5500 for Parks and Recreation for planned projects in the River Run and authorized reimbursement from the General Fund to the Parks and Recreation Fund for \$2,350. The Board further recognized that the budgeted expenses in the General Fund Stewardship Cost Center that were planned for reimbursement from the Endowment Fund not be reimbursable. This was supported by Treasurer Dubre. This means that they have the \$7,850 that they were planning for their budgeted items. The discussion now is how would they cover the \$3,420. Director Richmond's recommendation is that they utilize the \$5,000 in the Contingency Cost

Center to cover the cost of the non-budgeted project which is putting material down on the access drive off Clark Road.

Director Richmond provided an electronic presentation about the River Run Preserve and the development of the trail system, access drives and infrastructure improvements. Commissioners discussed and commented on the electronic presentation, development of River Run and funding of proposed improvements.

**Chairperson Bower moved to spend the additional funds of approximately \$3,500.00 on the Unfunded Unbudgeted Project for River Run in 2017 for machine and material to install the aggregate at the northern access drive. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer; No: None; Absent: Christensen, Vallad. The motion carried by a 5-0 vote.**

Director Richmond confirmed that she would inform the Township Supervisor that the above action was taken.

## **VIII. NEW BUSINESS**

### **A. Discussion of Well Contractor for 2017**

Director Richmond stated that Ray Houtz has been the well contractor for Department projects for the last several years. Mike LaLone was the previous well contractor. Mr. LaLone contacted Director Richmond informing her that the Department might be eligible for some pricing that was available through Oakland County. She referred to her memo on the subject stating that Mr. LaLone indicated that they would be eligible for either Option 1 or Option 2. Mr. LaLone indicated that he would do \$500 for both wells and wanted to let the Commission know about all the certifications that his company has. Director Richmond clarified that to do the start up, you only had to be a licensed well driller. She stated that they have been taking their water samples down to Oakland County for testing for the last several years that Mr. Houtz has been doing the spring start up and they have never had an issue with any of the samples. Mr. Houtz has said that if there was a bad sample, he would come out and take care of it immediately. This is for startup only. Mr. LaLone did not give her prices for winterization but she assumes that it would be higher than Mr. Houtz.

Commissioner Parke stated that a benefit would be that if a pump fails, they will need a well contractor.

Director Richmond stated that Mr. Houtz has been reliable and responsive in resolving any issues. The response time that Mr. LaLone has for the County does not necessarily transfer to the Parks and Recreation Department; though in the past Mr. LaLone did not have very good response times. Mr. Houtz's business is based out of Rose Township and he has always had good response time if there has been an issue.

Commissioner Baker confirmed that they are talking about the contract for the sanitation and start up. If there was a failure, they would have to get quotes anyway.

Director Richmond stated that if a well fails, they would have to go out for bids unless it was an emergency situation.

Chairperson Bower pointed out the savings that the department has received in working with Mr. Houtz for the last couple of years.

Director Richmond concurred.

**Chairperson Bower moved to continue contracting service with Mr. Houtz as well contractor for the next five years. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer; No: None; Absent: Christensen, Vallad. The motion carried by a 5-0 vote.**

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

### A. Bills List

**Commissioner Omell moved to approve the March bills list totaling \$11,813.64 and \$450.00 for Trust and Agency. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer; No: None; Absent: Christensen, Vallad. The motion carried by a 5-0 vote.**

## **X. COMMITTEE REPORTS**

None

## **XI. PUBLIC COMMENT**

## **XII. COMMISSIONER COMMENT**

Commissioner Parke thanked Chris Benedict for coming to the meeting and sharing his expertise.

Commissioner Baker thanked Chris Benedict and congratulated Director Richmond on an excellent presentation about River Run. She thinks that it is important to pace the renovation of the park with nature to find the best route to take. She is excited about the upcoming Clarkston Impact Day on April 29, 2017.

Director Richmond confirmed that she is submitting two projects for Clarkston Impact Day and she is hoping they will be accepted.

Commissioner Baker suggested that when the gates and the barriers are installed at River Run Preserve, they should use this time to do publicity and public awareness.

Director Richmond concurred. They have additional sign displays that she is looking to use in a couple of areas. They also have a couple of benches that will be put out at River Run.

Chairperson Bower reiterated how well all the Departments in Springfield Township work together and help each other to make things work. This is the result of new people that are employed.

Director Richmond confirmed that the presentation went well in front of the Township Board on March 9<sup>th</sup> and showed them that they are moving forward and what the monies are going to be used for.

Commissioner Parke suggested that it helps that they had a millage passed that is directed toward Parks and Recreation. This has been a tremendous help.

Chairperson Bower stated that Director Richmond and Mike Losey bring openness and clarity to the situation.

Commissioner Omell stated that he was impressed with the new brochure that he received in the mail. It has great information for the residents.

Director Richmond commended the Recreation Superintendent on doing such a great job on the brochure.

Commissioner Spicer agreed with Commissioner Omell about the brochure. She stated that she is impressed with the number of classes offered and the content of the brochure.

Commissioner Baker asked if it was possible to partner with the Township for the purchase of computers so they could all get a bigger discount.

Director Richmond replied that at this time for the two computers they are looking to purchase it is not an option.

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