

**Springfield Township
Park & Recreation Commission Special Meeting
Saturday, March 14, 2020**

I. CALL TO ORDER

The March 14, 2020 Special Meeting of the Springfield Township Parks and Recreation Commission was called to order at 4:00 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
Roger Bower
Anne Loncar
Angela Spicer
Jean Vallad

Staff Present:

Sarah Richmond, Director

Others Present:

Mike Forst, Property Manager
Chris Benedict, IT Administrator

Commissioners Absent:

Dennis Omell
Rich Parke

IV. NEW BUSINESS

A. COVID-19 Preparedness

Director Richmond provided a copy of the Township Safety Committee's Recommendations. She summarized Oakland County's actions and the recommendations of the Safety Committee moving forward based on their meeting held on Friday, March 13, 2020.

Mike Forst explained extra cleaning and sanitizing steps that the cleaning company that the Township contracts with is taking to clean the building. He stated that they were informed that the virus can live on surfaces for up to 72 hours and can remain airborne for several hours.

Director Richmond stated that the heating and cooling system will be modified to increase the outdoor makeup air to 20% from 10%.

Mike Forst stated that this will increase the natural air to increase the air turnover. The 20% is the minimum. They are waiting until March 25, 2020 because this change needs to be done by a contractor.

Director Richmond stated that the Safety Committee also talked about building closure and she added that the Library is closing. She provided a copy of the current posting in the park areas since they cannot close all of the outdoor park areas. All attendees of meetings will now have to sign in and the sheets maintained. The Township including Parks and Library has suspended scheduling any new activities and they are starting to cancel reservations at the Hart Community Center. All school districts have closed so programs and events in school buildings are canceled. The Township Board approved the Civic Center to be closed to the public until April 5, 2020 and then it will be re-evaluated. Essential contractors will still be able to come in.

Today, the Commission needs to take action on whether or not the Parks and Recreation offices will be closed. The Township Board also approved the use of only essential staff coming into the Civic Center. The Department Heads will determine the hours of essential staff for their department and what can be done remotely. Chris Benedict has set up all Parks office staff to work remotely and they will be able to forward all phone calls to other home lines. There are certain days that Director Richmond will have to be in the building to make sure essential functions are completed. She stated that maintenance staff cannot work from home but added that there are things they can do based on the buildings being closed. She questioned if they should also have certain days off to limit exposure for them. The Township Board did approve that all salaries and wages will remain in effect for up to and including April 5, 2020.

The Safety Committee is meeting on Monday, March 16 at 10:00 am so they can put together a working plan for doing business. She stated that the Commission needs to decide if the Park Office and Hart Community Center are closed and if so, are they closed to private rentals. She suggested that they observe the April 5, 2020 knowing that they will have to re-evaluate before that end date. She does have one private rental on May 9, 2020 of 80-100 people. She summarized other Hart Community Center rentals that are already reserved. The Safety Committee brought up the question that if someone comes to a private event and gets sick, is the Township liable and are they exposing their staff since they have to clean the building after the event. She stated that she is concerned about what available supplies they have for cleaning since these supplies are hard to come by and the supplies that they have might need to be shared with other departments.

Director Richmond stated that they also need to decide what to do about Neighbor for Neighbor. She stated that the Commission first needs to decide if they want to close the Parks and Recreation Office to the public and is the Hart Community Center closed to the general public.

Commissioner Loncar moved to close the Parks and Recreation Office and to close the Hart Community Center to the public beginning March 16, 2020 and ending on April 5, 2020. Supported by Commissioner Vallad.

Chairperson Bower asked about the public calling in.

Director Richmond stated that if the Hart Community Center is closed, Robert will not be working. The employees will still be working remotely from home and there will be times that they will be in the office to perform essential duties. The employees will be receiving phone messages and email.

Commissioner Baker asked what the general public comes into the office for.

Director Richmond summarized the reasons that the public come into the office.

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

Director Richmond stated that the Commission needs to decide if the Hart Community Center is closed to private rentals. There are events scheduled for March 22nd, March 28th and April 4th.

Commissioner Vallad stated that if the maintenance staff person responsible for Hart Community Center is high risk, she is in favor of canceling these private rentals.

Commissioner Loncar agreed.

Commissioner Vallad moved to close the Hart Community Center to private rentals through April 5, 2020 and then they will determine on April 5, 2020 if that date needs to be extended. Supported by Commissioner Spicer.

Director Richmond indicated that each private rental will get their payments back.

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

Director Richmond stated that the Commission now needs to decide about the wages and salaries for employees and she summarized the Township Board's action on this topic.

Commissioner Vallad asked how many maintenance staff they had.

Director Richmond replied two full time and one part time.

Commissioner Vallad moved to approve all salaries and hourly wages to continue as scheduled up to and including April 5, 2020 and what happens after that will be discussed as the situation evolves. Supported by Commissioner Baker.

Commissioner Baker asked about the part time worker getting paid.

Commissioner Vallad answered that he will get paid no matter what because that was the motion.

Director Richmond confirmed that this will apply to all employees, full or part time.

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

Director Richmond stated that the Commission now needs to decide about Neighbor for Neighbor.

Commissioner Loncar suggested that they provide curbside pickup for patrons.

Director Richmond stated that she doesn't know how that would work but she can offer it up as a suggestion since it is up to Neighbor for Neighbor.

Commissioner Vallad commented that she is sure that Director Richmond can figure it out when she discusses it with Neighbor for Neighbor staff. She does not want them to close completely if there is a way for them to get supplies delivered outside. She stated that Davisburg Elementary has a bench that people are putting food on for kids so that they do not miss meals. She encouraged people to contribute.

Commissioner Loncar stated that she sees both sides.

Director Richmond stated that she is conflicted because she is worried about the susceptibility of the volunteers because most of them are older adults and/or in the high risk category.

Commissioner Vallad asked if they could have the Neighbor for Neighbor volunteer sign a waiver.

Director Richmond indicated that Supervisor Walls felt the waiver was not effective.

Mr. Forst stated that Oakland County has a hotline for those in need during this time. It might be that they close temporarily and possibly they work things out if the situation goes on.

Commissioner Baker asked about the type of need and the quantity.

Director Richmond replied that she does not know but knows that on food pick up day, it is busy. They also fulfill assistance with utilities and this could move to by appointment only.

Commissioner Loncar stated that she would like Director Richmond to get in touch with them and find out what they propose and give Director Richmond the authority to make the decision.

Commissioner Baker suggested that they work in collaboration with Kroger to provide curbside pickup for needs.

Director Richmond suggested that they have curbside pickup at Neighbor for Neighbor.

Commissioner Vallad stated that the building is closed.

Commissioner Baker asked about the test kits.

Mr. Forst stated that the County is incapable of testing and testing must be done by one State laboratory and they have a backlog and he summarized the testing procedure currently. He commented on the lack of supplies available.

Director Richmond stated that she is also worried about Neighbor for Neighbor keeping the six foot social distancing.

Commissioner Vallad suggested that Director Richmond provide email updates to Commissioners.

Commissioner Vallad moved to have Director Richmond make the decision as to what is going to happen for Neighbor for Neighbor after she confers with Neighbor for Neighbor. She will then decide if it stays open to the public. The building is closed for everything but essential services. Supported by Chairperson Bower.

Mr. Forst commented on the State's recommendations to end this pandemic as early as possible.

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

Director Richmond stated that all programs and events in March have been cancelled. It is the hope that the Start Smart program will be rescheduled for the fall. The Easter Egg and Teen Hunt have been cancelled. If the schools stay closed longer, this will affect their offering programs. If the schools resume classes, but they do not allow after school programs, this could affect their programs too. Programming is now cancelled through April 10th. Basketball ended last week so was not affected and she commented on possible future program cancellations. Safety Committee will meet on Monday, March 16th at 10:00 am.

Mr. Forst commented that the situation is fluid. The next week will be a walk through to try and plan out the next two weeks.

Commissioners commented on the virus transmission and a recent potential exposure in the Township.

Director Richmond confirmed that she would be communicating with the Commissioners via email and Commissioners discussed other ways to conduct meetings.

V. PUBLIC COMMENT

None

VI. ADJOURNMENT

Commissioner Vallad moved to adjourn the Special Meeting of the Springfield Township Parks and Recreation Commission at 4:53 pm. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Spicer, Vallad; No: None; Absent: Omell, Parke. The motion carried by a 5-0 vote.