

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, October 10, 2017**

I. CALL TO ORDER

The October 10, 2017 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:00 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	Staff Present	Others Present
Roger Bower	Sarah Richmond	
Anne Loncar		
Dennis Omell		
Rich Parke		
Angela Spicer		
Jean Vallad		

Commissioners Absent:

Diane Baker

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Parke moved to accept the agenda as amended, adding New Business E. Discussion of Park Commission meeting times for 2018 and New Business F. Discussion of Vandalism and Security Cameras in the Parks. Supported by Commissioner Vallad. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-September 12, 2017 with Additional Disbursements of \$2,447.19 for the Parks & Recreation Fund and \$200.00 Trust & Agency
- B. Receipt of Activities Report for September
- C. Receipt of Financial Summaries
- D. Receipt of Progress Reports for September
- E. Receipt of Natural Resource Manager September Monthly Report

- F. Receipt of September Budget Printouts
- G. Approval of Bid for 2018 Youth T-ball, Baseball, Softball & 2018 Basketball Uniforms
- H. Approval of Extending Brochure Designer Services
- I. Approval of Request for Proposals for 2018 Youth T-ball, Baseball, Softball & 2018 Basketball Photography

Receipt of Communications

Commissioner Vallad suggested removing G. Approval of Bid for 2018 Youth T-ball, Baseball, Softball & 2018 Basketball Uniforms. She received clarification on a point that she needed additional information on and asked if anyone else had questions.

Director Richmond stated that Commissioner Vallad asked her why they awarded the whole bid to Graphic Wizard. She stated that they are awarding the whole bid because if they get to the point that they have to order baseball pants and the pants are more expensive through BSN, then Graphic Wizard is required to hold their prices the same. She stated that the business owner of Graphic Wizard will work with the Parks and Recreation Department to fulfill their needs.

Commissioners agreed.

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

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Request from the Michigan Association of Woodturners

Director Richmond summarized the request. She stated that this group would like to store their lathe at the Hart Community Center if they were to rent the building and for the Park Commission to make an exception to their policy that no new groups are allowed storage in the Hart Community Center. She doesn't feel that they should store other groups' equipment in their building since they do not have enough storage for their own stuff. The size and weight of the lathe would be difficult for some of the staff that they currently have to move if the piece of equipment needed to be moved out of the way. She recommended that they do not allow them to store their equipment in the building.

Commissioner Omell asked how large it is.

Director Richmond replied 52 inches high, 50 inches long by 24 inches deep.

Commissioner Parke confirmed that they did not have room to store it.

Director Richmond agreed. She stated that she recommends sticking to the policy and denying the request. She stated that she hates to turn away rentals, but this is not conducive to what the building is used for.

Commissioner Parke stated that he would want to talk to the Township Attorney to make sure the Department is covered by a liability standpoint because the lathe is a very powerful and expensive piece of equipment.

Commissioner Vallad moved to adhere to the Policy adopted in 2014 regarding storage at the Hart Community Center. Supported by Commissioner Spicer. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

B. Discussion of 14.2.4 Exception to Expenditure Spending in Park Commission Policy Manual

Director Richmond stated that in 2015, she had asked for an increase in the spending limit that the Director could spend without going to the Commission. The Commission increased the limit from \$750 to \$1,500. Now, two years later, they have had equipment that has had some issues and they have exceeded the \$1,500. She stated that sometimes repairs need to be done now because the repair shop does not want to have their piece of equipment sitting there for a month while she gets approval. She stated that the Ford truck's transmission failed and this was an example of a time when she needed the exception requested. She would like to have the chance to email or call the Commission and ask them if the repairs can be done. The Fire Chief can spend up to \$3,000 without having to get approval from the Supervisor. If something occurs that will be more than \$3,000, he emails the Supervisor with bid prices and recommendation so that the Supervisor can provide comment. She stated that she tries to plan for repairs and provides the scheduled maintenance on vehicles and equipment, however, this is for when vehicles need to be repaired and it needs to be done right away.

Commissioner Vallad asked if Director Richmond was asking for an increase in the spending limit and an increase to \$10,000 for emergency expenditures.

Director Richmond stated that the Township observes the rule if it exceeds \$1,500 and goes to \$3,000, a Department Head approves the expenditure. She is suggesting that if the expenditure goes over that limit, she will call three Commissioners and get approval.

Commissioner Parke asked how often it exceeds \$3,000.

Director Richmond replied that it has happened two to three times in the last year.

Commissioner Parke stated that he has no problem with the motion, however, he would like to add that the other four Commissioners are notified of the expenditure. He stated that he would support an increase to \$10,000.

Commissioners discussed the expenditure increase and how notification should take place.

Commissioner Parke moved to amend the Park Commission Policy Section 14.2.4 to change the \$3,000 or less to \$10,000 or less and add at the end of the Section the Director will contact all Commissioners by email with a brief explanation of the situation as soon as it is feasible. Supported by Commissioner Vallad. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

C. Discussion of Office Assistant Posting

Director Richmond stated that the current office assistant employee, Lilly Davis, has a chance to go away to school. She wants to post for the opening and whenever there is a job title change, they have to bring it to the Commission. She stated when the position is called Office Assistant, the impression is that this is just an office job although the job description clearly states the additional recreational responsibilities. She stated that she is okay with Recreation Assistant but she is coming to the Commission for thoughts and ideas as to what to call it. She would like to discuss advertising the position at \$10-\$11 an hour. She needs to take into consideration that the Township is posting for a flexible part-time position at \$13-\$15 an hour and she knows that the Parks Department can't afford that. She stated that she cannot pay a part-time person that rate because she cannot pay her full-time maintenance person more than \$14.94 an hour without dipping into Prior Year Funds and it is her understanding that she is not supposed to be using Prior Year Funds to pay staff.

Commissioner Vallad stated that if staff salaries need to go up then this is something that they need to address in December.

Commissioner Loncar stated that this is one of the first things they talked about when she returned is that the staff is underpaid. She stated that if Director Richmond does not get appropriate candidates at that posting rate, then she needs to come back to the Commission and discuss it then. She agreed that the maintenance staff is underpaid. She suggested starting the position at \$11 and then if they are good, bump them up in pay.

Director Richmond stated that there is a balance between saving and keeping the people that they have. Director Richmond stated it is all the staff salaries that need to be looked at, not just maintenance.

Commissioner Parke moved to authorize the Director to take steps outlined in her October 5, 2017 memorandum regarding the discussion of Office Assistant posting. Supported by Commissioner Loncar. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

D. Discussion of Ranger Lease and Current Hours

Director Richmond stated that in 2016, when the Commission approved the Ranger's lease, they increased his hours from 650 to 700. From 2015 to 2016, the Ranger could carry over 50

hours. Ric has lived in the house for at least 17 years and is a good Ranger. He tries to fulfill his obligations. He is now working many hours at his regular job but still maintains his gate attendant duties and has filled in as he is able. He currently has 236.25 hours remaining for this year. Ric is willing to pay \$300 towards the crushed asphalt for the driveway which also goes down the access driveway. She stated that if the Commission does not want to terminate the contract for failure to complete his hours and wants to charge him a penalty, it would be the number of hours that he is short times \$11 per hour. The penalty would have to be in writing.

Commissioner Parke stated that it is in the community's best interest to keep a good Ranger in this house and he would much rather see him work those hours off in 2018.

Director Richmond stated that Ric would rather pay the penalty and not get into a bigger hole for 2018.

Commissioner Loncar commented that they would be hard pressed to find another individual willing to work on Thanksgiving, etc. She does not want to lose the Ranger in this aspect.

Chairperson Bower stated that the Ranger has a very good conservation ethic which benefits the Parks and Recreation Department.

Director Richmond stated that they also have a Gate Attendant and she summarized the hours for both the Ranger and the Gate Attendant.

Commissioners discussed this matter. Commissioners agreed that they appreciate the Ranger's hard work and conservation efforts. They agreed that if the Ranger pays the \$300 for crushed asphalt then they will evaluate his hours at the end of the year and will assess a penalty at that time if needed.

Commissioner Parke suggested that they give the Ranger an option to cash out if he wants to.

Commissioner Vallad commented that he still needs to continue to do the gates, etc.

Commissioner Parke stated that his intention was to determine the short fall at the end of the year and provide the Ranger the option to either pay the amount for 2017 or add that to his hour total for 2018 to be kept track of going forward.

Director Richmond concurred. She stated that this will go a long way toward confirming to the Ranger that the Township wants to maintain his services and keep him as a tenant in the house. She stated that she will let the Ranger know the Commission was in favor of him taking the \$300 off the allotted hours and she will follow the signed contract as approved by the Commission.

Commissioner Parke stated that he is in favor of the Ranger either paying any shortfall at the end of the year or the Ranger carrying hours to the next year.

Chairperson Bower moved to direct Director Richmond to write a letter of intent to the Ranger explaining that the Ranger's hours will be dealt with at the end of the year, and

add the fact that he is a valuable asset and the Commission would like to have him continue his Ranger duties. Supported by Commissioner Vallad. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote

E. Discussion of Park Commission meeting times for 2018

Director Richmond stated the discussion of meeting times usually this goes along with the meeting dates but the Recreation Superintendent needed to confirm times for inclusion in a community calendar.

Commissioner Loncar moved to change the meeting time to 6:30 pm for the 2018 calendar year. Supported by Commissioner Spicer.

Commissioners discussed starting the meeting at 6:30 pm instead of 7:00 pm.

Commissioners Loncar and Spicer rescinded their motion.

F. Discussion of Vandalism and Security Cameras in the Parks

Director Richmond informed the Commission about recent events of vandalism in the parks including a fire inside the men's restroom at Shiawassee Basin Preserve, smashing of the urinals in the same restroom, someone doing donuts in the parking lot and graffiti at the men's restroom at Shultz Park. She stated that she was considering cameras but the need has increased now. Shultz Park will be closed on October 15, 2017. She explained the camera systems that she has looked at to cover the Parks and the issues that come with installing and maintaining this camera system. She summarized events regarding security and suspicious events at Neighbor for Neighbor. She stated that Neighbor for Neighbor would be willing to allow Parks and Recreation to utilize their wi-fi and also share in the cost of a camera. Director Richmond stated that she was working with the Township IT Administrator to find the right system for each location.

Commissioner Parke asked for copies of the police reports for any of these incidents. If any of the incidents resulted in property damage, the Parks and Recreation Department should send a bill to the individual who received a violation, if possible. He is in favor of installing cameras. The objective is to stop the bad behavior and he suggested posting signage letting people know that they are being observed 24/7.

Commissioner Vallad agreed.

Director Richmond stated that the Oakland County Sheriff's Department Sergeant has provided her with wording to put on the sign to post on the door. This sign will be going up. She stated that the Oakland County Sheriff's Department has been very supportive.

Commissioners discussed the need for the installation of the cameras.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the October bills list totaling \$6,492.61 and \$100.00 for Trust and Agency. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Parke thanked the Recording Secretary, Erin, as she has been doing a great job and he appreciates it.

Chairperson Bower thanked Director Richmond for all her effort. He mentioned the new fence in Shultz Park and how nice it looked.

Commissioner Omell thanked Director Richmond for all her hard work. He heard that the Heritage Festival went well.

Commissioner Loncar thanked the staff for all the work on setting up Heritage Festival.

Commissioner Spicer thanked the staff for all the hard work.

Director Richmond thanked her staff for all their hard work not only for Heritage Festival but for all year long. She stated that they had a lost child policy which they had to use and it worked very well.

XIII. ADJOURNMENT

Chairperson Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:12 pm. Supported by Commissioner Spicer. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.