

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, October 13, 2015**

I. CALL TO ORDER

The October 13, 2015 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:03 p.m. by Commissioner Baker 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
Diane Baker	Sarah Richmond	
Roger Bower		
Lisa Christensen		
Dennis Omell		
Jean Vallad		

Commissioners Absent:

Elena Danishevskaya with notification
Angela Spicer with notification

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes –September 8, 2015 with Additional Disbursements of \$9,700.55 for the Parks & Recreation Fund and \$500.00 for Trust & Agency
- B. Receipt of Activities Report for September
- C. Receipt Progress Report for September
- D. Receipt of September Budget Printouts
- E. Approval of Repairs to 2010 Ford Pickup Truck
- F. Approval of 2016 Youth T-ball, Baseball, Softball & 2016 Basketball Uniforms and Team Reptile Shirts for Springfield Township Parks and Recreation
- G. Approval of Gravel Project for Shultz Parking Lot
- H. Approval of Athletic Meal for Athletic Fields

Receipt of Communications

Commissioner Omell asked about athletic field meal.

Director Richmond confirmed the quote of \$30.00 per ton shown in the Board packet.

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

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Natural Resource Management Plan for River Run Preserve

Director Richmond stated that the Township Board hired a Natural Resources Manager and his name is Mike Losey. He was planning on being here this evening and apologized for not attending the meeting but something came up and he was not able to make it. She presented Mr. Losey's Report and Plan to the Commission and stated that they could put this back on the agenda for a future meeting after the Commissioners have had time to review it. She stated that this is a first draft. She and Mr. Losey have gone out to River Run Preserve and the plan will be very helpful when compiling the development plan for the park. She stated that the Commission is going to have to address the parking lot on Andersonville Road and getting the park open. It is unfortunate because where the current parking lot is on Andersonville Road, the vegetation is very thick and it is unable to be walked through easily at this point. When Director Richmond and Mr. Losey explored the park, they came in from the Clark Road side and there is a natural way to walk in coming from this direction. There are ideal spots for signage and benches on that side. They could put a small parking lot for access to River Run on Clark Road but it would only be for about four or five cars. She thinks that the thought process establishing the Andersonville Road location was the fact that it would be very visible to draw people in. It is not going to be part of her recommendation that they try to connect Clark Road and Andersonville Road access points right away. It will have to be done in phases with grant money obtained. This connection requires the crossing of the river and as Mr. Losey outlined in his report, DEQ would need to be involved. Boardwalks are expensive to put in and there is maintenance involved too. She stated that even trying to cut a trail in at the Andersonville Road site would be very difficult. Mr. Losey has been wonderful to work with and putting this plan together after only a month of employment is very impressive. She talked with Mr. Losey about putting a glossary of terms in the back of his Management Plan.

Director Richmond stated that on page 22 of the Management Plan, a potential trail placement is shown. She stated that there are some questions that the Commission will have to consider. For example, do they want to go in and mow an area. When the staff was discussing the River Run Preserve, Mr. Kyle Ryan wondered if the area by the parking lot could be used for a disc golf course. Director Richmond stated that no matter what was done in that area the thick vegetation would have to be cut. When they go in and cut they will need a skid steer with an attachment. She stated that she will provide options to the Commission but she does not have a perfect plan yet. She would like to discuss the stages with Mr. Losey. She stated that they

cannot just scrap the Andersonville Road parking lot and create one on Clark Road. They have to utilize this Andersonville Road parking lot no matter what dollars were used, millage or endowment; residents would be upset with wasting funds. She confirmed that the Site Action Committee Endowment Fund funds paid for the parking lot.

Commissioner Baker asked about page 36 and where the access point is on Clark Road.

Director Richmond indicated the access point on Clark Road on the map for the Commission using page 22.

Commissioner Baker asked if there was much to see once you get through the thickets off of Andersonville Road. She suggested a viewing platform with seating.

Director Richmond stated that there is an area by the creek that opens up. However, it is only about 100 feet and returns to thick vegetation. You then start getting into the wetlands. These will be the areas where it will be difficult to navigate through with a path. She stated that they do not necessarily have to have a continuous trail from Andersonville Road to Clark Road; it can be separate trails.

Commissioner Omell indicated that some of the wetlands there are very fragile.

Director Richmond concurred.

Commissioner Bower asked if they should just avoid the wetland areas and concentrate on the drier areas.

Director Richmond indicated that in some areas, this is what they would do. However, in some areas, the wetlands cannot be avoided.

Commissioner Baker suggested ending a loop at this wetlands area with a viewing platform.

Director Richmond concurred. She explained these areas using a map for the Commissioners. She stated that they need to move forward and decide what they should do so that residents have access to the park.

Commissioner Omell stated that he receives comments from residents who see the parking lot and wonder what is going on in terms of park development.

Commissioner Vallad mentioned a park path that she had seen in Nevada and she mentioned the cost of such a trail system.

Director Richmond stated that when they rent equipment from Michigan Cat they do get a 10% discount on equipment because they are a municipality.

Commissioner Bower recommended some type of site access off of Andersonville Road because if they do not go in off of Andersonville Road to some degree, they are going to be in trouble.

Director Richmond concurred. She suggested having at least a path that can be walked from this access point. If residents know that they are working on a plan that will help too.

Commissioners discussed the pathway options for the River Run Park and the reasons behind having the parking lot established on Andersonville Road.

Commissioner Vallad asked what the ecological impact would be of bringing in a bulldozer and cutting a path.

Director Richmond stated that she discussed with Mr. Losey mowing a field and then putting in some good trees. She reiterated that the reason behind the parking lot at Andersonville Road was probably visibility. She discussed possibilities with Mr. Losey. They found an old access road off of Andersonville that accesses the property. She suggested changing the fencing and she showed a cut through route that she was considering. She does not want to disrupt the natural balance. She stated that next month Mr. Losey would like to come to the meeting and meet the Commission and they will continue to discuss the options for the property. The best time to start cutting the vegetation would be when the ground is frozen.

Commissioner Vallad moved to table further discussion of the Natural Resource Management Plan for the River Run Preserve until the regularly scheduled November meeting. Supported by Commissioner Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.

B. Discussion of Seal Coat Bids for Mill Pond Park Parking Lot

Director Richmond stated that last year, the sealcoat company filled cracks and then was supposed to seal coat the parking lot. The company was difficult to get in touch with and when they were finally contacted, it was too cold to do the work. The company was supposed to hold their prices for this year. She began to get in touch with them and was unsuccessful so she procured bids for the job. She is recommending that they accept the bid from Ottman's Advanced Asphalt because they are the low bidder for this job. There are now new cracks that need to be filled. This job is very temperature dependent. Ottman's Advanced Asphalt can do the job in 2 days and there might be some programming adjustments needed so they can get the entire parking lot done in this time frame. If they cannot get it done this year, Ottman's Advanced Asphalt will hold their price for next year. She stated that she budgeted \$2600.00 because she did not know they were going to have to have seal cracks filled again this year.

Commissioner Christensen moved to accept Ottman's Advanced Asphalt bid for the Mill Pond parking lot sealcoating and striping for a total cost not to exceed \$2975.00. Supported by Commissioner Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.

Commissioner Omell asked why each bidder showed a different amount of linear feet.

Director Richmond answered that this is based on the contractor's opinion on the cracks that needed to be filled. She clarified that all contractors said they visited and looked at the parking lot. She stated that they have good references for Ottman's Advanced Asphalt.

Commissioners discussed the cost of asphalt repair.

C. Discussion of Southern Shiawassee Basin Preserve Asphalt Pathway Bids

Director Richmond summarized her memo regarding this item. After going out for bid, they received one bid from Ottman's Advanced Asphalt for \$25,800.00 and another bid came in at \$34,250.00. There is \$25,000.00 budgeted in the Shiawassee Basin Preserve Capital Outlay line item and \$5,000.00 in the Capital Outlay contingency line item which they did specifically in case the bid came in over \$25,000.00 and to address any issues found when the old pathway is torn up. This project could be completed in 3 to 4 days but is weather dependent. If they are not able to get it done this year, the contractor will hold their price. She would prefer getting it done this year because once the ball season starts; there is no time to get it done.

Commissioner Vallad asked if this proposal meets all bid specs.

Director Richmond confirmed yes. She informed the bidder that it was not installed correctly the first time.

Commissioner Baker asked if it would end up being 8 inches in depth.

Commissioner Vallad answered yes, but it will not look like it because there will only be a small amount that shows over ground level.

Commissioner Omell moved to accept Ottman's Advanced Asphalt bid for Shiawassee Basin Preserve Pathway in the amount not to exceed \$25,800.00. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.

D. Discussion of HVAC Bids for Hart Community Center

Director Richmond stated that she has been working on this for several months. She provided the history of the bidding process for this project. She is recommending Kelko Heating and Cooling for this project for several reasons. This contractor included additional heat duct for the kitchen and this will make the system work better. This is included in his proposal. This contractor has done prior work at Fire Station #2 and comes highly recommended by Mark Yovich and Mike Forst. All contractors had the chance to look at the building before they bid on the project. Kaleidoscope is still interested in working with Parks Department on this project and they can contribute \$4,000.00 toward the project. The funds will not have to come out of Prior Year Funds. Director Richmond looked at the Director Salary line item and there are additional funds available there. She does not know if Kaleidoscope is going to pay their amount outright or if they are going to be reimbursing the Parks Department. She would prefer if a motion is made tonight and then she can determine the budget amendment needed next month. There are differences in the warranties between all of the contractors that bid on the project. Director Richmond clarified that Kelko has a 5 year warranty on products and a two year warranty on labor. She explained the other contractors warranty options including the fact that it is difficult to obtain a 10 year manufacturer warranty because it is commercial property.

Commissioner Vallad moved to hire Kelko Heating and Cooling to install the furnaces and air conditioners at the Hart Community Center per Director Richmond's memo dated October 8, 2015 at a cost not to exceed \$10,850.00. Seconded by Commissioner Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.

Director Richmond stated that she would discuss the Commission's decision and invoicing requirements with Janet Stack-Miller of Kaleidoscope.

Commissioner Baker asked about the heating and cooling system brand of equipment.

Director Richmond replied that all contractors responded to the bid request with the same size units and they were all comparable brands.

E. Allocation of Prior Year Funds

Director Richmond stated that the Commission had talked about this agenda item with Ken Palka at their June meeting. They can now have categories or they can have the funds assigned on the actual budget. However, first the Commission needs to make a formal motion as to what the dollar amounts are and what categories will be called. Currently it shows in the budget where it is earmarked. She recommended headings such as "Equipment/Vehicles", "Development" or "Capital Outlay". They could also call it "Buildings and Facilities" which is broad as well.

Commissioner Vallad stated that she doesn't feel the need to have an Equipment and Vehicles category if they have Capital Outlay category.

Director Richmond stated that they have a 5 year plan for Equipment and Vehicles which could correspond to this line.

Commissioner Omell stated that the Township Board wanted the Parks Department to put monies away specifically every year for a new truck or other equipment that may be needed.

Director Richmond stated that she was told by Supervisor Walls that the Parks Department could have emergency reserves assigned so in case of emergency, they know money is always put away. She confirmed that last year was the first year in several years that they dipped into Prior Year Funds. The goal is to save money but there is a lot to take care of. One item that is going to be coming out of Prior Year Funds is the big house.

Commissioner Bower suggested adopting a category called Capital Outlay/Facilities.

Commissioners agreed.

Director Richmond directed the Commissioners to the balance sheet and stated that now they have to make decisions on dollar amounts. The balance sheet currently shows the Department having \$195,744.00 in Prior Year Funds; they have \$41,800.00 that is going to be used to balance the 2015 budget which leaves \$153,944.13. This year the Commission said that they could use \$10,000.00 toward trail work. Her hope is not to have to dip into Prior Year Fund and will be able to do a budget amendment for these funds. She is recommending that they allocate

\$30,000.00 to Equipment, \$20,000.00 in Development, \$10,000.00 in Capital Outlay/Facilities and \$10,000.00 in Emergency Reserves which would leave an unallocated amount in fund reserves of \$89,944.13. Next year they are going to be spending at least \$30,000.00 for equipment and vehicles.

Commissioner Baker asked Director Richmond to repeat the amounts she was recommending.

Director Richmond repeated the amounts given. She confirmed that the equipment amount would be used for the new truck. The \$20,000.00 in Development could mean trails and building things.

Commissioner Vallad asked if these amounts correlated to the 5 year plan.

Director Richmond replied that they have a 5 year Stewardship Plan, a 5 year Equipment plan and a General 5 year plan which includes capital and repair and maintenance. She confirmed that the Township was not going to contribute anything toward the Parks Department's new vehicles.

Commissioners discussed purchases that have been made by the Parks Department for vehicles.

Commissioner Vallad asked what was the amount needed to balance the budget for 2016.

Director Richmond replied that it is \$35,000.00 which was the purchase of the truck. She is currently working on prices for the lift gate; last time the Clerk's Department helped with this cost.

Commissioner Vallad stated that she would recommend putting \$40,000.00 in Equipment and Vehicles and leave \$79,944.13 unallocated.

Commissioner Baker concurred.

Commissioner Bower asked if the 3 lower categories are allocations, not earmarked.

Director Richmond replied that they are earmarked for categories, not specific things. They are setting money aside because they know they are going to be doing these things. She suggested instead of Capital Outlay/Facilities, they call it Buildings and Facilities.

Commissioners agreed to call the new category "Buildings and Facilities".

Director Richmond confirmed that they will reexamine the categories after audit. The last page of the budget shows the revenues exceeding the expenditures by \$213,040.00. She explained the budget numbers that are shown.

Commissioner Vallad moved to allocate the following funds and fund names as per Director Richmond's memo dated October 8, 2015: Equipment and Vehicles \$40,000.00, Development \$20,000.00, Buildings and Facilities \$10,000.00, Emergency Reserves \$10,000.00. This will show underneath Prior Year Funds on the Balance Sheet in the budget. Also showing an unallocated reserve amount of \$79,944.13. Seconded by

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

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve the October bills list totaling \$3,901.88 and \$750.00 for Trust and Agency. Seconded by Commissioner Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Vallad commented that Director Richmond is doing a great job.

Commissioner Christensen concurred.

Commissioner Bower thanked the Parks staff.

Commissioner Omell thanked Director Richmond for a great job. He stated that he enjoys working with all of the commissioners.

Commissioner Baker thanked Director Richmond for all of her hard work.

Director Richmond stated that they had great feedback from the Heritage Festival and she is very proud of all of the staff and the hard work that they put into it.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:33 pm. Supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Vallad; No: None; Absent: Danishevskaya, Spicer. The motion carried by a 5-0 vote.