

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, November 10, 2015**

I. CALL TO ORDER

The November 10, 2015 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:03 p.m. by Chairperson Danishevskaya 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
Lisa Christensen	Sarah Richmond	Mike Losey, Township Natural Resource Manager
Elena Danishevskaya		Nancy Strole
Dennis Omell		
Angela Spicer		
Jean Vallad		

Commissioners Absent:

Diane Baker with notification
Roger Bower with notification

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Danishevskaya moved to accept the agenda as revised, moving H. Approval to Increase Spending Limit for Parks and Recreation Director to VIII. New Business. Supported by Commissioner Christensen. Vote on the motion: Yes: Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Bower. The motion carried by a 5-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes –October 13, 2015 with Additional Disbursements of \$6,134.79 for the Parks & Recreation Fund and \$50.00 for Trust & Agency
- B. Receipt of Activities Report for October
- C. Receipt Progress Report for October
- D. Receipt of October Budget Printouts
- E. Approval of Request for Proposal for 2016 Youth T-ball, Baseball, Softball & 2016 Basketball Photography
- F. Approval of November and December 2015 Fifty Plus Active Adults Newsletter
- G. Receipt of Memo dated November 4, 2015 re: Hart Community Center Improvements
- H. Approval to Increase Spending Limit for Parks and Recreation Director

Receipt of Communications

Commissioner Vallad moved to accept the consent agenda as revised, moving H. Approval to Increase Spending Limit for Parks and Recreation Director to VIII. New

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

VII. OLD BUSINESS

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

Mike Losey, Natural Resource Manager of Springfield Township, provided an electronic presentation of the Natural Resource Management Plan for River Run Preserve.

Commissioner Vallad asked if it was necessary for the loop around the existing parking lot to be boardwalk.

Mr. Losey pointed out a cattail marsh that has a ditch extending out of it. He projected that it probably will not be necessary to put a boardwalk in this loop, but he visited the property during the driest time of the year. He pointed out an area that would require boardwalk for sure. He estimated the loop around the existing parking lot to be about 1/3 of a mile.

Director Richmond stated that they may not know for sure until the spring. They had talked about doing some of the work during the winter months.

Mr. Losey stated that anything they do as far as crossing the river will have to go through the DEQ. He has met the representative and she presented herself as someone that will be easy to work with.

Nancy Strole stated that the bridge they are talking about is small and you are able to step over the river at this point.

Commissioner Omell asked how many feet of boardwalk are estimated.

Mr. Losey answered about 400 and 600 feet. This is the most expensive part.

Director Richmond indicated that they would try to get grant funding for that section of the trail. She stated that as last month's meeting, she had talked about doing the development in phases with the first priority of getting the park open which means that they have to cut down the brush blocking the entrance to the park. It would be ideal to put a small parking lot on the Clark Road side and it would be easy to put a trail there.

Commissioner Vallad asked about the financial projections per section. She asked if the year by year amounts were just for stewardship.

Mr. Losey responded that on page 37, this shows the cost for all management options for all 13 units by year. This does not include the staff going out and periodically cutting down trees. It is difficult to predict these types of costs and it could be less than that if, for example, they are able to accomplish some of the cutting and clearing during the winter months.

Commissioner Omell asked if there was a lot of invasive species on the property.

Mr. Losey answered yes. One of the worst ones that he found that has not been documented is swallowwort and this is one that the Township is concentrating on. We can follow up on this with minimal staff time. The oriental bittersweet in the upland is the other highly problematic one and will be difficult to control. Hopefully they can reduce it to maintenance level because they have passed the point of total eradication. The autumn olive is prevalent too. Some of the native plants would not be invasive but they could be problematic because they are increasing their population because there has not been a fire.

Commissioner Vallad stated that it sounds like one of the priorities might be a small parking lot off of Clark Road.

Mr. Losey stated that he doesn't know if his role in the Township includes these types of decisions.

Director Richmond stated that this would be in the development plan. The first priority should be to open the park. She suggested using implements during the winter time to cut as much as they could so the park could be opened. However, the Clark Road side is beautiful and should be looked at for a future entrance.

Mr. Losey stated that there is some uneven grading where the parking lot entrance is located on Andersonville Road. The Clark Road has a preexisting two track that can be utilized.

Ms. Strole stated that she does not know why the existing parking lot is so large. The north side of the Shiawassee has a Davis Lake North overlook and at the most there are two cars there at one time. They are not going to need a huge parking lot on the Clark Road future entrance.

Director Richmond concurred; that is why she suggested a small parking lot of no more than four cars.

Commissioner Vallad commended Mr. Losey on a great job on the report.

Mr. Losey stated that he is happy to work with Director Richmond and other individuals as they move forward with this project.

B. Discussion of 8621 Eaton Road

Director Richmond stated that in June, the Commission approved the request for bid specifications with the hope that they would have the report back from Oakland County. She needed to update the dimensions and those were included in the demolition specifications. There is also the opportunity that the Fire Department might use the house for fire training so the project would be smaller once that training took place and this language is not in the request for bid specifications. She made this revision. She provided the report from Ron Campbell of Oakland County. The report took longer to get but offered some information that they need to move forward. The house on the site is not the house referred to as the "round up" house that was originally on the site and the current house that is sitting on the site, in Mr. Campbell's

opinion, is not historically significant. She stated that Mr. Campbell offered possibilities and the first one is demolition which she agrees with. The house sits back from the road and this presents some issues. She suggested that once the house is demolished, it could be used as a natural area. She stated that the asbestos abatement also needs to be discussed. She stated that she received three bids for the asbestos abatement. She stated that she only presented two for the Commission because the lowest contractor was not recommended as reputable. The next lowest bidder is BDS Environmental at a cost of \$8,500.00 and she recommends awarding the bid to this company. Before anything further can be done to the house, the asbestos needs to be taken care of.

Director Richmond stated that there is another opportunity to discuss. She had talked about using Community Development Block Grant funds previously to demolish the house and at that time, the Commission decided to move forward without CDBG funds. She was approached by a couple of people from the Township regarding CDBG funds that they still might have available and whether or not the Commission could utilize those funds to demolish this house. There are a lot of questions about this but the contacts at Oakland County were not available to get answers and hopefully they will return on Thursday, November 12th. Director Richmond clarified that once they use any part of the CDBG funds for this project, the entire project is susceptible to all of the federal funding restrictions and guidelines. The Township is also going to be doing a Township demolition so they may be using the funds for this purpose. She would like to get the abatement approved and get the Commission to move forward on using the house for fire training and demolition of the house contingent on finding out final answers from Oakland County regarding CDBG funds.

Commissioner Vallad concurred with Director Richmond in that using any part of the CDBG funds would expose the project to all types of federal regulations and stipulations.

Director Richmond stated that the CDBG funds will not be released until September 2016. The Township Board also has some funds that are going to reprogram that will be released in early 2016. She stated that if the Commission was interested, she would prepare a memo letting the Township Board know that the Commission was interested in working with the Township Board to utilize those funds.

Commissioners discussed CDBG funding and requirements.

Director Richmond described the current poor condition of the house.

Commissioner Vallad moved to award asbestos abatement bid to BDS Environmental of Warren for the asbestos abatement at the house located at 8621 Eaton Road at a cost not to exceed \$10,000.00 and this is contingent upon information gathered regarding this project and the potential use of Community Development Block Grant Funds. By awarding this bid, it is understood that the Park Commission is in agreement to proceed with the demolition of 8621 Eaton Road. Supported by Commissioner Spicer. Vote on the motion: Yes: Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Bower. The motion carried by a 5-0 vote.

Commissioner Vallad moved to approve the revised the request for bid specifications presented by Director Richmond, entitled Second Draft and dated November 10, 2015 and also not that by approving this motion, the Parks Commission is in agreement to use 8621 Eaton Road for Fire Department training purposes after the asbestos abatement has been completed. Supported by Commissioner Christensen. Vote on the motion: Yes: Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Bower. The motion carried by a 5-0 vote.

Director Richmond stated that Chief Feichtner is going to put together a plan assuming that the Commission would like to get this done before the frost laws are lifted, approximately March 2016.

Commissioner Vallad moved to allow Director Richmond to request bids for the demolition of the house located at 8621 Eaton Road per the approved bid specs that were presented tonight entitled Second Draft and dated November 10, 2015. This is contingent upon information gathered regarding potential use of Community Development Block Grant funds for this project. Supported by Commissioner Spicer. Vote on the motion: Yes: Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Bower. The motion carried by a 5-0 vote.

VIII. NEW BUSINESS

A. Approval to Increase Spending Limit for Parks and Recreation Director

Chairperson Danishevskaya stated that she wanted this item moved to New Business because if they are increasing spending limits, everyone should have the chance to review the memo and ask questions about it. She would like to talk about the amount and if it was sufficient. In her opinion anytime that the Commission talks about money, it should be a separate item.

Director Richmond stated that she requested the same amount that the Township Board currently uses for Department Heads. The current spending limits make it difficult to even get truck tires without approval. The exception to that rule is the Springfield Township Fire Chief; she explained the Fire Chief's approved amount is \$3,000.00. Director Richmond does not think she needs the full amount of \$3,000 and she is comfortable with the \$1500. The Commission can try that and see how it works out.

Commissioner Vallad asked Director Richmond if she feels comfortable with \$1500.

Director Richmond answered yes. If the spending limit was \$3,000, she would probably have to prepare bids and bring them to the Commission anyway.

Chairperson Danishevskaya moved to approve the increased spending limit as outlined in the memo dated November 4, 2015. Supported by Commissioner Vallad. Vote on the motion: Yes: Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Bower. The motion carried by a 5-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve the November bills list totaling \$40,796.69 and \$150.00 for Trust and Agency. Supported by Chairperson Danishevskaya. Vote on the motion: Yes: Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Bower. The motion carried by a 5-0 vote.

B. Budget Amendment

Director Richmond reviewed the presented Budget Amendments. The Budget Amendment #2 is increasing the Commission Personnel Cost Center to cover the Recording Secretary contractual line. She increased Supplies and Equipment under \$10,000 to cover the HVAC system at the Hart Community Center, the Equipment Enclosure, the trail project that was done for the northern trailhead, a new vacuum for the Hart Community Center and a new printer for the office. She increased the Miscellaneous Contractual to cover additional questions for EctoHR and the overages for the mowing contractor. To cover those increases, she decreased the Administration Personnel Cost Center and was able to cover it. There was no change in revenue or expenditure. The third amendment was put together if the Commission wanted to move forward with the asbestos abatement this year. She increased the Projects Under \$10,000 line to \$19,600 and took the \$10,000 from the Maintenance Personnel Cost Center and used savings in the hospitalization line.

Commissioner Vallad confirmed that Director Richmond looked ahead at the budget through December 31, 2015.

Director Richmond answered yes. The Credit Card Services Cost Center was close but she will know the exact amount in December and will still have time to make the amendment then if needed.

Commissioner Vallad stated that she estimated that they have \$37,000 until the end of the year without touching any Prior Year Fund Balance.

Director Richmond concurred.

Budget Amendment 2

Revenue

\$ 682,250.00 No Change

Expenditure

1. Commission Personnel Cost Center – Increase by \$750.00 from \$5,300.00 to \$6,050.00.
 - Increase Recording Secretary line item # 211-750-801 by \$750.00 from \$0.00 to \$750.00
2. Supplies & Equipment Under \$10,000 Cost Center – Increase by \$15,000.00 from \$5,100.00 to \$20,100.00

- Increase Equipment Under \$10,000 line item #211-758-730 by \$8,000.00 from \$2,500.00 to \$10,500.00
 - Increase Projects Under \$10,000 line item # 211-758-736 by \$7,000.00 from \$2,600.00 to \$9,600.00
3. Consultant/Contractor Cost Center – Increase by \$3,000.00 from \$39,450.00 to \$42,450.00
 - Increase Miscellaneous Contractual #211-768-814 by \$1,500.00 from \$0.00 to \$1,500.00
 - Increase Mowing # 211-768-827 by \$1,500.00 from \$13,000.00 to \$14,500.00
 4. Administration Personnel Cost Center – decrease by \$18,750.00 from \$204,350.00 to \$185,600.00
 - Decrease Director Salary line item # 211-759-702 by \$7,000.00 from \$50,000.00 to \$43,000.00
 - Decrease Recreation Superintendent line item # 211-759-703 by \$3,00.00 from \$41,550.00 to \$38,550.00
 - Decrease Administrative Assistant line item # 211-759-704 by \$5,000.00 from \$46,250.00 to \$41,250.00
 - Decrease Hospitalization line item #211-759-720 by \$3,750.00 from \$35,400.00 to \$31,650.00

Expenditure Total:

\$ 682,250.00 No Change

Budget Amendment 3

Revenue

\$ 682,250.00 No Change

Expenditure

1. Supplies & Equipment Under \$10,000 Cost Center – Increase by \$10,000.00 from \$20,100.00 to \$30,100.00
 - Increase Projects Under \$10,000 line item # 211-758-736 by \$10,000.00 from \$9,600.00 to \$19,600.00
2. Maintenance Personnel Cost Center – decrease by \$10,000.00 from \$109,400.00 to \$99,400.00
 - Decrease Seasonal Park Maint. line item # 211-760-704 by \$2,375.00 from \$7,000.00 to \$4,625.00
 - Decrease Gate Attendant line item # 211-760-707 by \$3,800.00 from \$4,550.00 to \$750.00
 - Decrease Hospitalization line item #211-760-720 by \$3,825.00 from \$13,750.00 to \$9,925.00

Expenditure Total:

\$ 682,250.00 No Change

Commissioner Vallad moved to adopt Budget Amendment #2 as outlined in the memo dated November 6, 2015 that will be no change to the Revenue of \$682,250 and Expenditure of the same. Supported by Commissioner Spicer. Vote on the motion: Yes: Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Bower. The motion carried by a 5-0 vote.

Commissioner Vallad moved to adopt Budget Amendment #3 as outlined in the memo dated November 10, 2015 that will be no change to the Revenue of \$682,250 and

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

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Omell stated his family members recently commented on how beautiful the natural trails were in the Shiawassee Basin Preserve.

Commissioner Spicer commended Director Richmond on her hard work.

Commissioner Christensen thanked Mr. Losey for his presentation.

Commissioner Vallad stated that the budget process this year was smooth with Director Richmond's help and she thanked her for her efforts.

Chairperson Danishevskaya thanked Director Richmond for her hard work.

XIII. ADJOURNMENT

Chairperson Danishevskaya moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:12 pm. 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.