

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, December 8, 2015**

I. CALL TO ORDER

The December 8, 2015 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:01 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

Diane Baker
Roger Bower
Lisa Christensen
Dennis Omell
Jean Vallad

Staff Present

Sarah Richmond

Others Present

Commissioners Absent:

Elena Danishevskaya
Angela Spicer

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as revised, adding “New Business, D. Approval of Request for Proposal for Appraisal of Lake Shiawassee Property.” 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

Commissioner Vallad stated that last month the Chairperson did not explain Public Comment as it should have been explained and then halfway through the River Run Preserve presentation, Ms. Nancy Strole raised her hand to make a comment. The Chairperson then informed Ms. Strole that she would have to wait until the Public Comment portion of the meeting to make comments. The Public Comment portion of the agenda is for comments on items that are not on the agenda. Commissioner Vallad apologized to Ms. Strole for not correcting this mistake when it happened.

Commissioner Christensen confirmed that members of the public can comment during any portion of the meeting.

Commissioner Vallad answered yes, as long as they are acknowledged by the Chairperson, typically this is when the commission is discussing a motion. This is all contained in the STPR Rules of Procedure.

Director Richmond clarified that the comment period was up to three minutes per person.

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes –November 10, 2015 with Additional Disbursements of \$3,711.09 for the Parks & Recreation Fund
- B. Receipt of Activities Report for November
- C. Receipt Progress Report for November
- D. Receipt of November Budget Printouts
- E. Approval of 2016 Youth T-ball, Baseball, Softball & 2016 Basketball Photography Bid
- F. Receipt of 2016 Holiday Schedule
- G. Approval of 2016 Park Commission Meeting Dates
- H. Receipt of Memo re: Gate Procedures dated December 2, 2015
- I. Approval of Neighbor for Neighbor Lease

Receipt of Communications

Commissioner Omell moved to accept the consent 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.

VII. OLD BUSINESS

- A. Discussion of 8621 Eaton Road – Proposed Plan for Fire Exercises

Director Richmond stated that at last month's meeting, three motions were made and they were all contingent on finding out information about Community Development Block Grant(CDBG) funding. She spoke to Chief Feichtner about using the house for fire exercises and the information that he gave her is in the packet. The timeline given by Chief Feichtner is assuming a demolition in May. In early March or April, the driveway is going to be a challenge to navigate. She stated that after she was given the timeline by Chief Feichtner she was able to get in touch with someone at Oakland County regarding CDBG funding. As described in her memo, she contacted Carla Spradlin at Oakland County, to find out if the project was eligible. She stated that there are steps that would have to take place in order to use CDBG funds to demolish the house at 8621 Eaton Road. The first step is the County would have to determine if it is an eligible project. Director Richmond stated that Carla Spradlin informed her that they have never had a community use a house for fire training and then use CDBG funds to demolish it so she does not know if it is possible or not. Ms. Spradlin needs to consult with other individuals at the County and she will contact Director Richmond when she gets an answer. Director Richmond stated that if they are eligible, the next step is an Environmental Review. She indicated that the project also needs to have a SHPO review which is a State Historic Preservation Organization review. This is required even though Ron Campbell at Oakland County determined that it is not a historic site because these are federal funds and it is required. The next step is filling out the SHPO paperwork and submitting it for review. Also, the funding being used is CDBG funds that are going to be reprogrammed and the Township Board will have the final say in how those reprogrammed funds are used. If the Township Board determined that they will reprogram these funds for the demolition of 8621 Eaton Road, then the Department still has to wait for the results from SHPO (they have 30 days from the date of submission) to get an answer. If these results

are acceptable, then they can move forward with asbestos removal, then fire training and then the demolition. Ms. Spradlin confirmed that the asbestos removal cannot take place until all of the prior steps are done. Director Richmond confirmed that using CDBG funds involves a lot of additional steps and she does not know when she is going to hear back from Oakland County. She confirmed that it is approximately \$10,000 that is being reprogrammed. She stated that if the project is going to cost \$30,000 and even though they use only \$10,000 in CDBG funds, all of the project funds have to be spent according to stipulations of the CDBG federal funding process.

Commissioner Vallad asked if they had an estimate yet of cost for the demolition.

Director Richmond answered no; they have not sent out bids for the demolition yet. Asbestos removal is going to be \$8500.00. A rough estimate for demolition was \$19,800. She summarized all of the things that need to be done to the utilities before it is demolished. Director Richmond stated that there is a time factor that they are working with too because they have already had windows broken out and the back door to the patio area broken in and they shouldn't wait too much longer before demolition.

Commissioner Vallad stated that her recommendation is that the Township Board reprogram the funds for their own demolition project next year and the Park's Commission ask the Township Board for \$10,000 to help with the demolishing of the Eaton Road structure.

Commissioner Bower asked if they could reserve the no thank you to the Board until they find out if the project is eligible.

Director Richmond confirmed that the Township Board is going to want to know if it is eligible. They need to get an answer from the County. Supervisor Walls and she have had a conversation about what she would like to do with the house.

Commissioner Vallad asked if there was anything in Chief Feichtner's memo that was a problem.

Director Richmond stated that when she was talking to Carla from Oakland County, Carla said that if the project was eligible, they would want to make sure that the Fire Department had a plan and that is done. Carla also asked about the insurance to make sure that the fire fighters would be covered. Director Richmond called the insurance carrier to make sure that the fire fighters were covered in the training exercise. Jason at Brown and Brown told Director Richmond that as long as the underwriters knew there was a contingency plan, the Fire Department would be covered. Director Richmond also asked if they would need waivers if adjacent department firefighters joined the exercises. She stated that Groveland fire fighters would be covered under Groveland's insurance.

Commissioner Omell asked what the charge for liability insurance for the structure was.

Director Richmond answered that it is all lumped together; she does not have an amount for just the structure. Chief Feichtner is very good at his job and Director Richmond has a lot of confidence that the training will be well planned and will be done right.

Commissioner Christensen asked about Oakland County not having this request before.

Director Richmond confirmed no, Carla Spradlin thought it was a good idea but has not had the demolition request for a building after it was used for training.

Commissioner Baker asked if they should have a special meeting with all involved.

Director Richmond answered right now she would say no because they do not have all of the answers. She stated because of the unseasonable weather we have had, there has been a lot of activity in the area of the structure.

Commissioner Baker asked if they should set up trail cameras.

Director Richmond replied that they had talked about this in the past. These cameras need to be constantly monitored and they don't always provide the best quality. The Parks employees have been going back and checking the house regularly. The Sergeant in the Township is well aware of the situation.

Commissioner Omell asked if the house was posted with no trespassing signs.

Commissioner Vallad stated that this should happen right away.

Director Richmond concurred.

VIII. NEW BUSINESS

A. Discussion of Director's Time

Director Richmond in her memo to the Park Commission is asking to be allowed to carry over 5 days into 2016. Director Richmond is aware of what the policy states in regards to vacation time and she stated that she is not looking for a permanent change. This year there was so many turnovers that she was not able to take all of her time off. She is asking to roll these unused hours over into 2016.

Commissioner Vallad stated that she will not support six months.

Commissioner Bower asked if it was realistic that Director Richmond is going to be able to take the time off.

Director Richmond stated that she has already set aside days that she will take off and she outlined those for the Commissioners. She has planned a six day vacation in the summer.

Commissioner Vallad stated that this is a policy and she understands waiving it one time but the length of time being requested is too long.

Commissioners discussed the time that should be allowed.

Commissioner Baker confirmed that the memo stated that Director Richmond wanted six months to use the time and she would forfeit the time after six months. She stated that this is a way to acknowledge all of the hard work that Director Richmond put in last year through all of the transitions. She would vote for the six month period.

Commissioner Bower confirmed that he would be comfortable with four months.

Commissioner Vallad confirmed that she would support four months.

Commissioner Baker stated that they could give the flexibility to use it within the six months and then go back to the policy after six months.

Commissioner Omell moved to make a one-time exception to the policy and allow Director Richmond have six (6) months to use her personal days from 2015 per Director Richmond's memo to the Commission dated December 2, 2015. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Omell; No: Bower, Vallad; Absent: Danishevskaya, Spicer. The motion carried by a 3-2 vote.

B. Discussion of Ranger Lease for 8625 Eaton Road

Director Richmond stated that the Commission approved the change to 500 hours per year at the February 2015 meeting. She provided history of the leasing of 8625 Eaton Road. She stated that the ranger has worked 718 in 2015 primarily due to the fact that when the Department was without a gate keeper, he was the only gatekeeper in addition to opening the parks every Saturday and Sunday. He was very dependable and without him the Department would have been hurting. He is asking the Commission to roll over the additional hours to 2016.

Commissioner Bower confirmed that they are not asking the ranger to work 718 hours again in 2016.

Director Richmond confirmed that he is taking time off in the summer and in the fall. She stated that the ranger has a full time job that allows him to take vacation throughout the year. The Commission can say that he will not be able to work any additional hours so after 500 hours, he will not be obligated to do any additional work. She stated that the Commission could increase his hours up to 600 hours and say that he could carryover x amount of hours.

Commissioner Omell asked about converting this over to pay.

Director Richmond confirmed that it equals \$10 per hour.

Commissioner Vallad stated that they were collecting \$750 for the rental of this house at an annual amount of \$9,000. If he averages 17 hours a week for 52 weeks at \$10 per hour, it is \$8,840.

Director Richmond confirmed that the amount was \$725.

Commissioner Vallad stated that the amount is \$8,700 that they would be collecting based on \$725 monthly rent. If the ranger averaged 17 hours per week for 52 weeks at \$10 per hour, the amount would be \$8,840. She does not know why it was changed to 500 hours. She does not think 500 hours is enough. He is basically getting a free home. She wished she knew why it was changed to 500 hours.

Director Richmond stated that this arrangement was made through the previous director. She believed that the issue was if he wasn't there, then the house would just be sitting empty.

Commissioner Christensen asked for a clarification of the \$8,840.

Commissioner Vallad explained how she came up with that number.

Director Richmond stated that the ranger opens the parks on Saturday and Sundays, he closes the gates four days a week and he gets 2 hours each time. If just those hours are totaled up, it comes to 550 hours per year for just this service. She stated that he is a very reliable person dealing with gates and rentals.

Commissioner Baker asked if he was going to keep working for the Department.

Director Richmond answered yes; it was not meant as a threat but if he is not going to be approved for more than 500 hours that will be all he will work.

Commissioner Baker concurred with Commissioner Bower and stated that she doesn't see how the math works out.

Commissioner Christensen suggested increasing the amount gradually through a step process.

Director Richmond agreed.

Commissioner Bower asked what the hours have to do with getting his job done.

Director Richmond stated that the ranger plans to continue working. If something happens to him and he has to have surgery, he would have hours banked to cover him when he is off.

Commissioner Baker stated that this opens up a whole new area.

Director Richmond agreed. She stated that she saw the log sheets throughout the year. The ranger had planned on continuing the agreement that he had with the former director. Commissioner Vallad stated that she is frustrated because she does not have a solution. They need to formulate a compromise.

Commissioner Baker asked where the extra time is generated.

Director Richmond answered that he does a lot of the HCC rentals. If he mows the lawn, he gets time for that. This was approved by the Commission. Rick has done a lot of improvements

to the house that he hasn't asked for time for; she does not want to give the impression that he submits for everything. Rick does the majority of the Hart Community Center rentals.

Commissioner Vallad stated that what would happen if they told him they were not going to roll the hours over.

Director Richmond replied that she would have to try to reschedule the building custodian/ gate attendant's hours to have that employee cover tasks that the Ranger is doing. It is possible but it means that the building custodian/ gate attendant will not be doing things that he is required to do. She will make sure that the staffing is covered regardless of the Commission's decision. The agreement was the result of the Commission's earlier decision and there is nothing she can do about the agreement that is in effect.

Commissioner Omell confirmed that he is still under what the rent amount is. He asked if they could sit down and speak to Ric about the agreement that he had with the former director and come up with something that they can both live with.

Director Richmond stated that the lease agreements are approved by the Commission. She stated that they can increase the number of hours, possibly in increments as Commissioner Christensen suggested. She suggested to then having a maximum number of hours that he is allowed to roll over from year to year to cover vacations, for example 100 hours only.

Commissioner Baker stated that this causes the Parks Department to have some of those conditions thought out so it can go into the lease agreement and then have the clause as they have in other agreements. She asked if Ric reported the hours as he was going along.

Director Richmond answered that he provides monthly sheets and she knew that the time was going to go over. Ric never said anything about rolling over his hours until very recently, last week.

Commissioner Vallad suggested that they handle it in two steps. The Commission needs to handle the rollover of hours and then also handle the lease. She asked how the Commission felt about the carrying over hours because she is opposed to this.

Commissioner Bower confirmed that he had less than 14 hours extra a week and it is obvious that 500 hours is not enough. 700 hours is closer but is still not enough.

Director Richmond confirmed that 700 hours was not enough for this year but it was not a typical year. Ric's biggest concern is that he has a regular full time job. He had 718 hours at the end of October and he is going to have hours in November and December.

Commissioner Baker suggested changing the hours needed to 15 per week or 780 annually. Whatever hours he is over this year can apply to next year just in this case.

Commissioner Vallad answered no, this would not work. This would give him the potential of carrying over 250 hours.

Commissioner Baker suggested that they should change the hours.

Commissioner Omell stated that the number of hours wasn't enough to cover the rent.

Commissioners discussed carrying over the hours, the number of hours and the late notice of the request.

Commissioner Vallad moved to not allow Ranger King to carry over 218 hours, but to allow him to carry over 50 hours into 2016 for a one time waiver to the lease agreement. Supported by Commissioner Bower.

Commissioner Christensen stated that the 50 hours was arrived at by estimating a 15 to 17 hour per week workload that would give about a three week window that he would be able to take for time off for something unexpected.

Commissioner Baker asked if they need to have a discussion with him when he gets close to the number of hours that they are going to stipulate in the agreement.

Director Richmond stated that they are going to have to keep a really close eye on his hours so they do not get into the same situation again. If he starts to get close, Director Richmond will have to arrange for other staff to take over his duties. She stated that when she tells Ranger King this result, he may say that he is done for the year because he cannot carryover the hours.

Commissioner Baker stated that she wants to make it clear that they appreciate the extra work.

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

Commissioner Christensen suggested increasing the lease agreement to 600 hours in 2016 and then to 700 hours in 2017 where it would stay.

Commissioners discussed the number of hours that should be in the lease agreement.

Commissioner Bower moved to change the rental agreement to read 650 hours per year as opposed to what it now reads which is 500. 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.

C. Election of 2016 Park Commission Officers

Director Richmond stated that this agenda item is for electing the Chairperson, Secretary and Treasurer.

Commissioner Christensen stated that Chairperson Danishevskaya got a new job and would like to give up the Chairperson role.

Director Richmond suggested doing the Chairperson nomination last.

Commissioner Omell moved to nominate Commissioner Christensen for the position of Treasurer. 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.

Commissioner Bower moved to nominate Commissioner Baker for the position of Secretary. 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.

Commissioners discussed the position of Chairperson.

Commissioner Vallad moved to nominate Commissioner Bower for the position of Chairperson. 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.

D. Review Approval of Request for Proposal for Appraisal of Lake Shiawassee Property

Director Richmond reviewed the first page of the document. She stated that all of the rest of the document refer to DNR standards and can't be changed. She would like to send this out so that it comes back by January 5th and they can move forward with the appraisal. She was told today that they want it appraised as one parcel. The appraiser has to follow USPAP standards and DNR standards. They will need to use an appraiser that is familiar with DNR appraisals. Once the appraised amount is agreed upon, then they can start to discuss a purchase agreement.

Director Omell stated that it is going to be hard to appraise this property because there are no comparables.

Director Richmond answered that she will be sending this to some appraisers that the Township has used before.

Commissioner Vallad moved to have Director Richmond request proposals for an appraisal on the 8.2556 acres that the Park Commission refers to as Lake Shiawassee as outlined in Director Richmond's memo dated December 8, 2015. Supported by Commissioner Bower.

Ms. Strole, president of the Springfield Site Action Committee, stated that the funding for this is coming from the grant with the remainder coming from the Endowment Fund. This is subject to an agreement with the Township Board, Park's Commission and Springfield Site Action Committee. She asked Director Richmond where the funding is coming from for the appraisal.

Director Richmond answered that she has been told by Supervisor Walls that the Endowment Fund will cover the appraisal fees.

Ms. Strole stated that for the actual appropriation of the monies, she needs to know and have enough information to call a meeting because expenditures of monies for acquisition have to be approved by Township Board, Parks Commission and Springfield Site Action Committee. All three entities approved moving forward and applying for the grant but none of them have approved any monies for that. She was informing the Commission that there is some time sensitivity for this request. She will work with Director Richmond to make sure that the meeting is called. She suggested that something is put in writing to be provided to SSAC. She stated that she could provide additional copies of the agreement. The maintenance or stewardship does not need prior approval, but acquisition requires a meeting to be called.

Director Richmond suggested that she would send a letter out when she receives the bids back which will be approximately January 5, 2016.

Ms. Strole agreed with this timeline. She added that this grant process is backwards because before they even know if they are in the ballpark with the property owner, there are many hoops they need to jump through first. The last thing is negotiating with the property owner.

Commissioners and Ms. Strole discussed this grant process.

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 November bills list totaling \$13,341.76 and \$0 for Trust and Agency. Supported by Commissioner Bower.

Commissioner Omell asked about the John's Plumbing bill.

Director Richmond confirmed that these were for emptying the septic tanks. She confirmed the location and the maintenance schedule for the septic tanks.

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

Commissioner Vallad stated that this is for items that are not on the agenda and no more than three minutes.

Ms. Strole stated that she appreciated Commissioner Vallad's comments about last month's meeting because it was a little disconcerting. She stated that it went against a long and very positive policy of how the Parks Commission and Township Board operate in reference to public comment. The presence of the public is important and by allowing comment there may be some discussion that arises from it that could influence decision making. She commented on SAC's involvement on prior property purchases. There is a good reason for public comment during various times in public meetings.

XII. COMMISSIONER COMMENT

Commissioner Bower thanked the Commissioners for their confidence in him to elect him Chairperson for 2016.

Commissioner Christensen wished everyone a Merry Christmas.

Commissioner Omell wished everyone a Merry Christmas. He appreciated the way that Director Richmond keeps them informed through the progress report.

Commissioner Vallad reiterated that everyone should read the Rules of Procedure. She informed the Commissioners that if they were going to run again, there is a deadline in April for inclusion on the ballot.

Commissioner Baker stated that she enjoys working with such a great Board and Commission and thanked the Commission for their great work. She thanked Director Richmond for her hard work.

Director Richmond stated that the HVAC system was inspected today. The temporary structure was installed. She thanked Supervisor Walls and others who provided administrative site plan approval for the temporary structure.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:58 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.