

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, March 13, 2018**

I. CALL TO ORDER

The March 13, 2018 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:01 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
Dennis Omell
Rich Parke
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond

Others Present

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as revised. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-February 12, 2018 with Additional Disbursements of \$9,176.15 for the Parks & Recreation Fund and \$150.00
- B. Receipt of Activities Report for February
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for February
- E. Receipt of Natural Resource Manager February Monthly Report
- F. Receipt of January Before Audit Budget Reports
- G. Receipt of February Before Audit Budget Reports
- H. Receipt of March & April 50 Plus Active Adults Newsletter
- I. Receipt of Memo re: Returning Contractors

Receipt of Communications

Chairperson Bower moved to accept the consent agenda as presented. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Master Plan Bid Proposals

Director Richmond summarized the bid proposals received for the upcoming Parks and Recreation Master Plan. She is recommending Carlisle Wortman Associates INC. They are the current Township Planner and can easily attain any background information or documents needed and referenced. She summarized the printing costs for a bound Master Plan. The bid from Carlisle Wortman for \$5,125 includes two meetings, a kickoff meeting and a Township Board meeting. If the Commission wanted the consultant to come to a Park Commission meeting or any other additional meetings, that would be an additional charge at their hourly rate plus mileage amount. She is estimating \$400 for bound copies, mileage for four meetings and attendance at additional necessary meetings, the cost would be approximately \$6,325 with the extra included. She summarized the McKenna proposal that was received and past proposals that had been received.

Commissioner Vallad moved to hire Carlisle Wortman Associates INC. to write the new Master Plan for adoption by March 20, 2019. Supported by Chairperson Bower.

Commissioner Parke asked how much is budgeted.

Director Richmond replied \$5,000.

Commissioner Parke asked if another purpose of the Master Plan is to satisfy requirements for matching funds.

Director Richmond replied that to apply for any MDNR grants, they must have a current Master Plan. In preparation for obtaining grants for River Run, they must start the Master Plan process.

Commissioner Parke asked if the Carlisle Wortman version of the Master Plan would satisfy this requirement.

Director Richmond replied that Carlisle Wortman has done plans for MDNR before.

Commissioner Vallad commented that they have done Master Plans for the Parks Department in the past.

Commissioner Parke reiterated that since this company also is a Planner for the Township, there will be some overlap that will give continuity and economy of scale.

Director Richmond agreed.

Commissioner Vallad stated that Carlisle Wortman has been the Township planner for many years.

Commissioners discussed the meaning and purpose of the Master Plan.

Director Richmond summarized the bid process that she used to gather bids and the information that she would like contained in the Master Plan document.

Commissioner Baker asked if they could find a summer intern to help with this.

Director Richmond replied that they might enlist the help of Chris Benedict or Mike Losey who both have access to ARC GIS for some of the mapping for future grant applications. Everything else that goes into the plan, Carlisle Wortman will do.

Commissioner Baker reiterated that Carlisle Wortman has access to documents and committee information which would help when developing the Master Plan.

Commissioner Vallad commented that Carlisle Wortman has already done the Township Master Plan.

Commissioner Parke stated that he prefers the electronic version of the document.

Director Richmond reviewed the current Parks Master Plan.

Commissioner Parke suggested that they reduce the cost for items that are unnecessary, like bound copies for all Commissioners.

**Commissioner Vallad amended the motion adding “at a cost not to exceed \$8,000”.
Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None;
Absent: None. The motion carried by a 7-0 vote.**

B. Discussion of Farmers Market Contract

Director Richmond stated that the reason she is bringing this to the Commission's attention is that previously a requirement was that all items for the Farmers Market had to be grown or produced in the State of Michigan. There is a shortage of produce vendors and Markets across the state are having a hard time surviving and having produce vendors is a mandatory item at a Farmer's Market. The Michigan Farmers Market Association at the Mparks conference stated that there are so many Markets that have popped up, some of the smaller Markets may have to close for the larger ones to succeed. She stated that their Market is one of the smaller ones that are struggling. The hope is that by giving preference to produce grown in Michigan they will attract additional produce vendors that grow some of their products in Michigan but may also get some items from out of state.

Commissioner Loncar asked if it was a losing proposition. She attended the Farmer's Market and she asked if it was worth the effort. She pointed out several other Markets in the area.

Director Richmond replied that this year is their last push. She struggled with whether to keep the program and decided to give it one more year. Last year, they lost money on the Market. Krystal Kolcan, Recreation/ Office assistant, is going to be doing the Market this year. The season is shortened and will not do a special event every week. If the Market is not successful this year, it will need to be eliminated.

Commissioner Parke commented that another issue is transportation of the produce.

Director Richmond commented on other efforts that will be made to improve the Farmer's Market attendance.

Commissioner Parke commented that the risk is it turning into more of a flea market than a Farmer's Market.

Director Richmond replied that they have certain percentages of vendors to crafters that they try to maintain each week which will curtail this.

Commissioner Parke stated that if its time has come and gone, then they need to accept it.

Director Richmond summarized her request to approve the revised contract.

Commissioner Loncar confirmed that there are markets everywhere.

Commissioner Baker asked what feedback has been received from visitors and from vendors.

Director Richmond replied that their big produce vendor loves it because she gets all the business. Many of the vendors want to come back. Their numbers of participants has reduced over the years. She has received a complaint from a resident and she confirmed that it wasn't just one person.

Commissioner Parke suggested that she contact the Market up in Grand Blanc and he suggested that they have a Market every other weekend.

Director Richmond replied that they have already published their dates for this year.

Commissioner Omell commented that when he attended, there was a good turnout. He believes it is an asset.

Commissioner Baker suggested adding a nutritionist.

Director Richmond replied that it is a challenge to get speakers to come in. She stated that they are not accepting EBT cards anymore and she explained the history behind this decision.

Commissioner Omell moved to accept the 2018 Farmer's Market contract as written in Director Richmond's memo dated March 8, 2018. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

Commissioner Baker suggested finding grad students that are in agriculture because they might be able to come and talk during the summer.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the March bills list totaling \$11,230.58 and Trust in Agency \$300.00. Supported by Commissioner Loncar.

Commissioner Parke asked about the series of bills from the Road Commission.

Director Richmond replied that these were past bills from 2017 for gas.

Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Baker commented that the Spring brochure looks very good.

Director Richmond replied that they have had a lot of patrons registering right away with the new programming.

Commissioner Omell commented that the Easter Egg hunt is coming up.

Director Richmond replied that they need volunteers on Friday, March 30, 2018 and she asked the Commissioners to volunteer if they could. They also have eggs to stuff if Commissioners would like to help with this activity and with the Teen Hunt on March 29, 2018.

Commissioner Spicer commented on one of the Senior Programs, Estate Planning.

Director Richmond commented that they already have people signed up for it. She commented that they received a thank you note from Holly regarding the use of the Hart Community Center for the Polar Plunge.

XIII. ADJOURNMENT

Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:52 pm. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.