

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, April 11, 2017**

**I. CALL TO ORDER**

The April 11, 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**

Diane Baker  
Roger Bower  
Lisa Christensen  
Dennis Omell  
Rich Parke  
Angela Spicer  
Jean Vallad

**Staff Present**

Sarah Richmond

**Others Present**

**Commissioners Absent:**

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Parke moved to accept the agenda as revised, moving Consent Item J. to New Business B. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, 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-March 14, 2017 with Additional Disbursements of \$8,401.33 for the Parks & Recreation Fund
- B. Receipt of Activities Report for March
- C. Receipt of Progress Report for March
- D. Receipt of Financial Summaries
- E. Receipt of March Before Audit Budget Printouts
- F. Receipt of December AFTER Audit Budget Printouts
- G. Receipt of Natural Resource Manager March Monthly Report

- H. Approval to Purchase Athletic Meal
- I. Approval of Request for Proposal for Exterior Painting at Mill Pond Park
- J. Approval to Hire Relatives of Park Commissioner and Baseball Coordinator
- K. Approval of Request for Proposal for Green Lake Park Safety Surfacing and Border

Receipt of Communications

**Commissioner Vallad moved to accept the consent agenda as revised. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, 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 Hart Community Center Roof Repair

Director Richmond stated that the roof at Hart Community Center needs to be replaced and timing is very important. They need to get the roof done so they can tuck point the building before they paint it. There is some masonry work that needs to be done on the brick before the building is painted. Painting is in the budget for 2017. Tuck pointing is filling in cracks in the bricks. The roof has not been done since 1998. All three pavilion roofs were replaced in 2012. It is time for them to address the roof.

Commissioner Omell stated that when he visited the site he noticed that the roof was comprised of 30-year shingles. There were a few shingles that were missing but he did not see any curling.

Director Richmond stated that they have some dips that they are having issues with and some other areas of concern. She stated that she has had the property manager and a contractor out to examine the roof.

Commissioner Omell stated that he is aware of a situation where someone had shingles blow off and the insurance company paid for a complete tear off and a new roof.

Director Richmond stated that if he wants her to investigate through the insurance company, she can do this. They have a few shingles that have blown off.

Commissioner Parke indicated that it sounds as if the biggest repair is underneath the shingles.

Director Richmond stated from the bid from 1998, she noticed that they did a complete tear off but she cannot comment on the quality of work. She stated that there are a couple of areas where it looks like there might be a roof leak.

Commissioner Vallad stated that if Director Richmond believes that it needs to be done, she believes that it needs to be done.

Commissioner Parke asked how much the roof replacement was in 1998?

Director Richmond stated that the invoice says that Kevin Harris did it and it appears that it was a complete tear off and re-shingle. The price was \$16,000 but she does not know if this included the front addition.

Chairperson Bower asked if the bid received includes replacing plywood.

Director Richmond answered no. She suggested that they put a contingency in to cover possible replacement. She stated that Mark Yovich is the General Contractor for the Township and he did the Civic Center roof. She summarized other projects that Mr. Yovich has done that were brought in underbid.

Commissioner Omell stated that \$375 per square is a lot of money. He spoke to a roofing contractor this morning who gave him a price of \$30,000. He is in favor of getting some bids.

Commissioner Vallad stated that there are only a couple of companies that she would trust and Mr. Yovich is one of them.

Commissioner Baker stated that she would like the insurance company contacted to let them know what wind damage they had and let them know that they are looking to replace the roof. She agreed with getting a couple more bids.

Commissioner Vallad agreed with getting a couple more bids if Director Richmond is selective as to who she sends it to.

Chairperson Bower commented that he questioned how many sheets of plywood is included in Mr. Yovich's estimate of \$37,000.

Director Richmond stated that she was trying to get an estimate since this project is not in the budget. She asked if the RFP should come back to the Commission before she sends it out to bid.

Commissioners agreed that this was not necessary.

Commissioner Parke commented that Director Richmond should go to the Township to use their contractor list from the recent re-roof of the Civic Center.

Director Richmond commented that Mr. Yovich's roofing company uses an aerial view to examine the roof and the quote was based on information seen in this aerial view too.

Chairperson Bower commented on Mr. Yovich's character and good work ethic.

Director Richmond stated that she also had to consider the timeframe for the completion of the project.

Commissioner Vallad commented that they are asking Director Richmond to get estimates, but not to put together an RFP.

Director Richmond stated that she will look at the RFP that they have used in the past and she would then call Lowe's Roofing and she will also call the contractors that the Township received bids from. The price and the timeframe will come into play.

Commissioners agreed and added that the final bid selection would need to come back to the Commission.

Director Richmond stated that if they do not hire someone until May and they don't get to the job until June, they will now have to wait on painting and masonry fixes until after the roof is done. The roof replacement is weather dependent and it may require work on Saturday to get it done.

Commissioner Parke suggested appointing a sub-committee made up of Commission members who is empowered to make the decision.

Commissioner Vallad stated that this is not supposed to be done per the Open Meetings Act.

Commissioners agreed that they would have a Special Meeting that would be scheduled to approve the contract to the appropriate contractor after Director Richmond receives two more estimate.

#### B. Approval to Hire Relatives of Park Commissioner and Baseball Coordinator

Commissioner Parke asked this to be moved because when he read the item, it said that the policies may be waived after public discussion and since there is no public discussion on the Consent Agenda, he does not think it is suitable for the Consent Agenda. This involves his daughter and he would like to recuse himself.

Director Richmond stated that hiring relatives has been an item of discussion before which is why it was added under the consent agenda for this meeting.

Commissioner Vallad stated that Commissioner Parke could not recuse himself unless the vote had a direct financial effect on him.

Commissioner Parke stated that he felt that since the potential employee was a minor living in his household there could be a financial effect.

**Commissioner Vallad moved to hire Sydney Grady and Jean Parke as outlined in Director Richmond's memo dated April 3, 2017. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Spicer, Vallad; No: None; Abstain: Parke; Absent: None. The motion carried by a 6-0 vote.**

## IX. TREASURER'S REPORT

A. Bills List

**Commissioner Christensen moved to approve the April bills list totaling \$6,742.12 and \$450.00 for Trust and Agency. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

Commissioner Vallad commented that the Allocated Funds are still not included on the monthly balance sheets.

Director Richmond stated that she spoke to the Deputy Clerk and she has not heard from the Auditor about this. She will call him next week. She stated that per the March 31, 2017 after audit balance sheet there is \$356,237.53. They are anticipating balancing the budget using \$38,100 which would leave \$318,137.53 as a balance. The Commission has allocated in different categories \$40,000 for equipment and vehicles, \$20,000 for development, \$10,000 for building and facilities and \$10,000 for emergency reserves. This leaves \$238,137.53. If the roof costs \$49,000, they would have left \$189,137.53.

Commissioners and Director Richmond discussed funding and roof replacement at Hart Community Center.

**X. COMMITTEE REPORTS**

None

**XI. PUBLIC COMMENT**

None

**XII. COMMISSIONER COMMENT**

Commissioner Baker thanked Director Richmond for her continued good work.

Chairperson Bower commented on the work being done at River Run.

Director Richmond concurred. She commented on the work and clearing being done.

Commissioner Christensen wished Director Richmond good luck with the upcoming egg hunts. She congratulated the Recreation Superintendent on her recent engagement.

Commissioner Omell commented on volunteering for the Easter Egg hunt.

Director Richmond commented on volunteering opportunities possible for the Easter Egg Hunt.

**XIII. ADJOURNMENT**

**Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:45 pm. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**