

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, April 14, 2015**

I. CALL TO ORDER

The April 14, 2015 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:00 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
Diane Baker	Sarah Richmond	Diana Walls, Davisburg Rotary
Roger Bower	Kyle Ryan	Dennis Woods, Performance
Environmental Services		
Lisa Christensen	Kathy VanGilder	
Elena Danishevskaya		
Dennis Omell		
Angela Spicer		
Jean Vallad		

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as presented. Commissioner Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –March 10, 2015 with Additional Disbursements of \$2,981.43 for the Parks & Recreation Fund, and \$300.00 for Trust & Agency
- B. Receipt of Activities Report for March
- C. Receipt of March Progress Report
- D. Receipt of March Budget Printouts
- E. Receipt of Memo dated March 23, 2015 re: 2015 Fall & Winter Brochure
- F. Receipt of Letter dated March 12, 2015 re: River Run Preserve
- G. Approval of Revised Recreation Superintendent Job Description
Receipt of Communications

Commissioner Vallad moved to accept the consent agenda as presented. Commissioner Vallad was supported by Chairperson Danishevskaya. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell,

Spicer, and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

VII. OLD BUSINESS

A. Discussion of Neighbor for Neighbor Request

Director Richmond stated that after reviewing the drawings that Rotary had submitted, Park Superintendent Kyle Ryan, had some questions which needed to be clarified. Director Richmond stated that she consulted with the Building Department Official. The Building Official provided her with some concerns based on the drawings that were provided.

One of the concerns is the current drawing has the awning being eight feet wide which would not be ideal since there is a concrete post at that width.

Director Richmond provided to the Commission and Mrs. Walls of Davisburg Rotary, a written copy of some of the concerns regarding the project.

Mrs. Walls indicated that she would be taking these concerns to the engineer that is assisting the Davisburg Rotary Club with this project. She also indicated that the engineer was going to redo the plans anyway for the Building Official.

Commissioner Vallad stated that the Davisburg Rotary Organization will work with the Park Superintendent as that is the employee that is responsible for overseeing the maintenance of the Township Parks, not the Civic Center Property Manager.

Chairperson Danishevskaya stated that everyone at the table should be working together. She stated that she is grateful to those working with us to better this situation.

Commissioner Baker asked Mrs. Walls to clarify her statement.

Mrs. Walls stated that she was told that the Property Manager had to look at the project.

Commissioner Vallad stated that the Building Official, yes, and the Park Superintendent, yes, but it was not necessary to involve the Property Manager.

Chairperson Danishevskaya asked what the next step would be for this project.

Director Richmond stated that the next step is that the Building Official would like to see revised drawings with all of this information in it. Once the plans are approved then Rotary will have to schedule the project with the Parks Department to make sure that it does not coincide with any functions at the building, along with having the footings inspected.

Chairperson Danishevskaya asked if the Commission could have the Director and Park Superintendent overseeing this project once the plans have been revised to address the concerns of Code Enforcement.

The Commission discussed the pros and cons of having the awning centered over the door. Having it centered over the door is much more aesthetically pleasing versus going eight feet wide and going around the concrete post.

Commissioner Bower moved to move forward with the awning project with the input of the engineer and the Code Enforcement office. Commissioner Bower was supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower,

Christensen, Danishevskaya, Omell, Spicer, and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

Further Discussion

Commissioner Vallad wanted to clarify that she is grateful that Rotary is willing to do the project but she feels that they need to follow the stipulations that the Commission set for the property that they are responsible for.

Chairperson Danishevskaya stated that she is just glad that everyone will be working together to complete this project.

B. Discussion of 8621 Eaton Road

Director Richmond introduced Dennis Woods of Performance Environmental Services. Mr. Woods went over the technical specifications for abatement of containing materials, along with three bids for the abatement. In addition, Mr. Woods provided a proposal, for budgetary purposes only, for demolition of the house.

Director Richmond indicated that Mr. Woods had walked through the house with the three bidders for the abatement with both herself and Park Superintendent Ryan.

Director Richmond stated that once the Department knows what the Michigan Department of Natural Resources may let us do with house then request for bids could be compiled for demolition of the house. Director Richmond stated that the bid specifications for demolition would in her opinion make sure to include language that would address the driveway, as that may be an issue during the demolition process.

Director Richmond also asked Mr. Woods if clearance air monitoring was included in the three bids that were provided. Mr. Woods stated that it was not and that he will send Director Richmond a price on it. Typically that testing can take one to three days to perform.

Mr. Woods explained that the bids include prices for complete removal of asbestos if the Commission were to demolish the building or partial removal if the building was just renovated.

Mr. Woods stated that during the air monitoring process, one of Performance Environmental Services employees would be on site monitoring.

Mr. Woods explained that item two "Additional Removal if Necessary" is included in the bids to cover any items that may not have been accessible during the asbestos survey. He stated that he feels pretty confident that the survey is accurate as is.

Director Richmond stated that she has sent pictures of the house, plus aerial maps to show the location of the house to find out what MDNR will allow. At this time she has not yet received any feedback from MDNR.

Director Richmond stated that she was also asked to see if the house could be used for training for the Fire Department. This was something that she included in her e-mail to MDNR. In addition, she had spoken to the current Fire Department staff and it was indicated that they would be interested in the possibility.

Commissioner Spicer asked where the companies disposed of the asbestos once it has been removed.

Mr. Woods indicated that it is taken to a landfill that will accept it.

Director Richmond clarified that any fees to have it taken to the landfills were in the bid pricing.

Mr. Woods stated that yes all fees were included in the bid pricing.

Commissioner Vallad moved to table this agenda item until the next regularly scheduled meeting. Commissioner Vallad was supported by Chairperson Danishevskaya. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

C. Parks and Recreation Director Search Selection and/or Update

Director Richmond indicated that she had contacted EctoHr to find out the right process for handling her existing comp time bank. She has not heard back yet on that matter but she is hoping to have the information by the May meeting.

VIII. NEW BUSINESS

A. Discussion of Memo from Casey Reed re: Sick Time

Casey Reed had submitted a request to the Commission requested that as a departing employee she be allowed to give her remaining sick time to Kyle Ryan and Kyle Wade. They are both are newer employees who do not have a bank of days to pull from in case they or a family member gets sick.

Commissioner Bower moved to accept Casey Reed's proposal as outlined in the memo dated March 23, 2015. Commissioner Bower was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

B. Discussion of "Stipend" for Deputy Director-Casey Reed & Kathy VanGilder

Kathy VanGilder stated that prior to Casey Reed leaving; she and Casey had discussed how many additional tasks that Sarah Richmond had taken on as acting interim administrator. Mrs. VanGilder stated that she and Mrs. Reed felt that Sarah Richmond would be worthy of a one-time stipend.

Commissioner Christensen moved to award a one-time stipend to Sarah Richmond as highlighted in the memo dated March 23, 2015. Commissioner Christensen was supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 6,561.71 and \$150.00 for Trust and Agency. Commissioner Christensen was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

X. COMMITTEE REPORTS

A. Hiring Committee

Commissioner Christensen stated that the new Director has been hired and that the Department is well on the way to hiring a Recreation Superintendent. The Department will be accepting applications for the position until Friday, April 24th at 5:00 pm.

Director Richmond stated that unfortunately they were still looking for someone to fill the building custodian/gate attendant position. Director Richmond stated that they had interviewed a candidate who they had wanted to offer the position to. After performing a reference check and contacting the candidate, Director Richmond was informed by that individual that they had accepted another position. Director Richmond stated that she will be posting the position on some other sites.

B. Stewardship

Commissioner Vallad stated that the committee will be meeting soon.

Commissioner Bower suggested contacting Kathy Rollins, who had written a letter to Commission to explain the plans for River Run Preserve. He would also like to see us to install additional signage by our prairie plantings to inform about the plantings and the stewardship practices.

Director Richmond stated that she would like to do more interpretive signage in several areas throughout the parks.

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Spicer wanted to let everyone know that she feels that they are doing a good job.

Commissioner Baker wanted to formally congratulate Director Richmond on the new position. She also stated that she liked how the progress report was happening as it is nice to see what projects the Department has going on and tracking them. Commissioner Baker stated that she really likes our tagline “Step this way. Live, Learn and Play” and maybe that can appear in several other places on the website and other marketing that we do. Commissioner Baker stated that one of things she would like to see the Department do sometime in the future is a demonstration garden to demonstrate ecological, preservation, wind, solar and energy options so that public can come out and see and touch to learn. Commissioner Baker also wanted to say great job to the Hiring

Committee. She stated that she knows that she was part of the Committee but seeing all the work that Chairperson Danishevskaya and Commissioner Christensen did to keep it going, and how Commissioner Christensen had all the information put together for the Commission for the interviews was great and Commissioner Baker was proud to be part of the process.

Commissioner Christensen congratulated Director Richmond on the new position. She also wanted to say that the Easter Egg Hunt was great again this year and good job on all the hard work to everyone on the Hunt.

Commissioner Omell congratulated Director Richmond on the position.

Commissioner Vallad asked Director Richmond if the staff was still looking for volunteers for the Season Celebration on May 30th.

Director Richmond stated that they absolutely were still looking for volunteers for that day’s event. The event was scheduled to begin at 12:00 pm.

Chairperson Danishevskaya stated she was very excited to be part of the hiring process. She also wanted to thank Commissioner Christensen for all of her hard work during the process and for putting together all the questions. Chairperson Danishevskaya stated that during the interview process it was interesting to get some of the feedback from the candidates about the Department. She will be putting together that information and bringing it the next Park Commission meeting. Chairperson Danishevskaya wondered if it would be possible to have a Springfield Township email for the Commissioners.

XIII. ADJOURNMENT

Commissioner Baker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:23 pm. Commissioner Baker was supported by Commissioner Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.