

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, May 12, 2015**

I. CALL TO ORDER

The May 12, 2015 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:01 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	Kathy VanGilder	
Lisa Christensen	Kyle Ryan	
Elena Danishevskaya		
Dennis Omell		

Commissioners Absent

Angela Spicer
Jean Vallad

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Danishevskaya moved to accept the agenda as revised adding, "F. Support of Natural Resource Manager Position Posting." Supported by Commissioner Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell; No: None; Absent: Spicer, Vallad. The motion carried by a 5-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –April 14, 2015 with Additional Disbursements of \$4,904.79 for the Parks & Recreation Fund, and \$150.00 for Trust & Agency
- B. Approval of Special Meeting Minutes – April 10, 2015
- C. Receipt of Activities Report for April
- D. Receipt of April Progress Report

- E. Receipt of December 2014 After Audit Budget Printouts
- F. Receipt of and Support of Natural Resource Manager Position Posting
- G. Receipt of Memo dated May 5, 2015 re: PEG Fund Request
- H. Approval of Revised Neighbor for Neighbor Lease
Receipt of Communications

Commissioner Baker asked about the Neighbor for Neighbor Lease. She asked about the late payment charges that were represented.

Director Richmond indicated that the Township Attorney agreed that to have the \$25.00 and 7% late fee was actually charging them twice so the 7% was removed.

Commissioner Baker asked what the lease agreement amount was.

Director Richmond answered \$368.00 per month. She explained that it is their rate of \$213.00 plus the 33% which includes utilities and maintenance for the building.

Commissioner Baker asked if they could put in the contract, \$25.00 late fee or 7%, whichever is greater.

Director Richmond stated that Neighbor for Neighbor is very good at paying their bill and if there is an issue, they would always call and inform the office. She indicated that this is why they felt the \$25.00 was sufficient.

Chairperson Danishevskaya moved to accept the consent agenda as revised. Supported by Commissioner Omell. Vote on the motion: Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell; No: None; Absent: Spicer, Vallad. The motion carried by a 5-0 vote.

VII. OLD BUSINESS

A. Discussion of Employee Positions Based on Organizational Chart

Director Richmond stated that after she was appointed to the Directorship in April, the commission began to discuss the organizational chart and how it was best to fill the vacancy that now existed. At that time the commission discussed working on the job description and whether or not it should be an administrative assistant position versus a Deputy Director position. She stated that, due to the workload in the office, she could not finish the job description to her standards to present to the Commission at this meeting. She asked the Commission to table this item until the June meeting so this can be compiled. She stated that in addition to the extra workload, they are currently doing interviews for the Recreation Superintendent position.

Commissioners agreed to table this item until the June meeting.

Commissioner Bower moved to table this agenda item to the June meeting. Supported by Commissioner Baker. Vote on the motion: Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell; No: None; Absent: Spicer, Vallad. The motion carried by a 5-0 vote.

B. Discussion of 8621 Eaton Road

Director Richmond confirmed that she got an email from the Michigan Department of Natural Resources saying that they will allow us to demolish the building, however, either police or fire must deem it safe so the depot would have an option to allow the Fire Department to use it for fire training. She stated that if the Fire Chief or Fire Personnel inspect the area and rule that they can take the building down safely then it will not be an issue, and we can take the building down this way. She stated that Michigan DNR also said that if the Parks Department wanted to renovate the building, the Department could do that but there are additional concerns like the driveway to be considered. If the Department decides to renovate, Michigan DNR requires a detailed renovation plan as to how the entire house is going to be brought up to code including ADA regulations, cost estimate for the renovations, a timeline and proof that the Township has funds to complete the project. Once all of this information is compiled and submitted to Michigan DNR, they would review it and then decide if the plan was acceptable or not. Even after this plan is submitted, DNR could still not approve it. She stated that no matter whether the Department renovate or demolish, the Department will have to proceed with the asbestos removal.

Chairperson Danishevskaya asked why the commission would consider renovating.

Director Richmond replied that there was discussion at a prior meeting about renovating a portion of the building for Parks use. This house, even if renovated to be completely ADA compliant, will always have an issue with the driveway. She stated a suggestion was brought up about renting the house out for someone for a hunting lodge or conference center, but this also causes an issue because we have to still heat the house and if the occupant leaves, we still have to cover those costs. Director Richmond stated that the Commission would need to look at the cost benefit ratio of renovating the house. In addition, we would need to look at how long it would take to recover the renovation costs and still cover the upkeep expenses.

Commissioner Bower asked if the Michigan DNR still has concerns about rental properties on public land.

Director Richmond replied yes. This would all have to be part of our plan, including how we are going to renovate it and what we would use it for. She confirmed that the Michigan DNR has an issue for full time rentals on public land.

Chairperson Danishevskaya stated that she sees using the house as a rental as a large time concern for the Parks staff; they do not have the time or the staffing because it would take constant monitoring. She stated that she could see it being used by a neighborhood organization office but she would need to see some interest like this before we should consider renovating it.

Director Richmond stated that another big drawback is the driveway and the fact that we would have to put money into the driveway as well because we have issues every year. Every year the Department has to install more gravel and it is not wide enough for two cars to pass through.

Commissioner Omell stated that we should get rid of it but keep the well and septic capped so we might be able to use it in the future.

Director Richmond confirmed that a future optional use would be to build a picnic pavilion utilizing the current well and septic for the restroom facilities.

Commissioner Baker asked if it could be used for a storage building.

Director Richmond answered that it is too far back to use for a storage building.

Mr. Ryan confirmed that it would be very inconvenient because the staff would have to continually snow plow all winter to get back to the building.

Commissioner Bower stated that he doesn't see how it is economically feasible to keep it.

Director Richmond concurred. She stated that the Michigan DNR would need to know exact funding and time frame and we would not be able to provide this.

Commissioner Christensen confirmed that regardless of what we do, we still have to do the abatement.

Director Richmond agreed. She stated that when the Commission decides to either go out for bid for demolition or renovation, then they can make a decision on how much this project is going to cost. Once the contractor takes out the walls and everything else, she doesn't expect that it will last very long after that.

Commissioner Baker suggested forming partnerships with construction trade groups or training schools to see if they might want to use it as a training and practice site. She suggested that this partnership could also be used to renovate the house.

Director Richmond asked, once we renovate the house, how does the Department afford the maintenance and the utilities such as the heat and electricity.

Commissioner Baker stated that this type of thinking might take more thought and time than what we have at this meeting right now.

Director Richmond stated that she is not saying you have to make a decision tonight; if this is something the Commission wants her to look into, she can do that.

Commissioner Baker stated that this does not have to fall all on the shoulders of the Director either. She suggested that it can become something more than what it is and can be attractive.

Chairperson Danishevskaya suggested contacting universities with funding and approach them and then she might be interested in renovating it.

Commissioner Bower suggested that this was a big undertaking but it would be a shame to lose it if there were possibilities.

Chairperson Danishevskaya suggested that she and perhaps other Commissioners could make some phone calls because it should not fall on the shoulders of the Parks office staff.

Commissioners discussed the fact that there used to be a rental house committee but it has since disbanded.

Director Richmond reiterated that we have to remember that whatever we decide to do, we have to work within the confines of what we have including the driveway issues.

Chairperson Danishevskaya suggested that some universities have funding through federal sources as well that could help with all issues.

Commissioner Bower suggested Michigan State has field stations and this property has this potential for something like this. He suggested that Director Richmond talk to the Fire Chief and find out if it would be an option for them to use it for their training exercise, find out what demolition costs would be and let the Commissioners take responsibility of finding out the other options.

Director Richmond asked if it was okay if she put together specifications to go out for bid for demolition so she has prices. This would give the Commissioners more information. She suggested she could have the specs available for the June meeting and get prices for demolition for the July meeting. She confirmed that she has the bids back for the abatement but nothing has been done yet. It was said last month that nothing will get done until the Commission gets all of this information and decides how they are moving forward. She stated the asbestos can be complete removal if they are demolishing or partial removal if they were renovating.

Commissioners agreed with the timeline that Director Richmond suggested and the fact that the Commissioners would explore possible contacts with educational institutions.

Director Richmond stated that she will talk to Julie Oaks because she might know someone at MSU that she could talk to. She could reach out to CMU too.

VIII. NEW BUSINESS

A. Discussion of Recording Secretary Services for Parks Commission Meetings

Director Richmond stated that once she was moved into the Director position, the Commission discussed the fact that some of her prior duties would have to be removed from her job description. She stated that she is highly recommending the duties of the recording secretary duties which used to be rolled into the Administrative Assistant job duties be contracted out. She stated that she had to do the meetings in off hours receiving comp time because there was not time during her office hours. She does not have time to continue to do them especially in this time of transition. She stated that Erin Mattice does the Township Zoning Board of Appeals and the Planning Commission minutes and she is very familiar with the process. Ms. Mattice prepared a memo for the Commissioners outlining the same pay scale and process that she uses for Springfield Township. Director Richmond explained the pay scale. Director Richmond highly recommends that they hire Ms. Mattice and explained that it is in the budget. She provided a budget sheet showing where the money is coming from and she planned out the Recording Secretary budget for the entire year. She budgeted high at 10 meetings plus potentially 3 special meetings. She stated that she planned on each meeting lasting 4 hours times \$76.00 per hour, the total amount for 2015 would be \$3040.00.

Chairperson Danishevskaya moved to hire Erin Mattice to perform the Recording Secretary duties for the Parks Commission for the remainder of 2015 in accordance with the memo provided and Director Richmond's recommendation. Seconded by Commissioner Baker. Vote on the motion: Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell; No: None; Absent: Spicer, Vallad. The motion carried by a 5-0 vote.

Commissioner Bower stated that he is concerned about next year and finding money in the budget for this service.

Director Richmond confirmed that this was only for 2015. She stated that when we start the budget process for 2016, we will have a better idea of how long the meetings are lasting and what we would have to budget for in 2016. She stated that we are going to have to find money for this.

Commissioner Bower stated that he is concerned that if we keep adding new things into the budget and there is no increase in money coming in.

Director Richmond stated that we can do it temporarily this year and then when we start budgeting for next year, we will have a better idea of how much it costs. She stated that for a 1 hour meeting, it takes double that to prepare the minutes. When you are in the office, it is very difficult because you are interrupted constantly and it actually takes you longer. She stated that when things settle down, this may change and she won't know that until we have a full staff.

Commissioner Bower stated that he doesn't want this offered forever.

Commissioners agreed that this would be a temporary situation and they would reevaluate when the staffing concerns are lessened.

Director Richmond indicated that since they are being taped and they are using an outside recording secretary, the Commissioners have to be clear and speak into the microphones and say the names of who made the motions and who seconded, etc.

Chairperson Danishevskaya asked Commissioner Bower if he would be more comfortable if they said only 2015.

Commissioner Bower agreed yes.

Director Richmond reminded the Commissioners that for 2015 that she had budgeted high.

B. Discussion of Park Hours

Director Richmond stated that one thing that has come up during this transition period is the gate attendant position. She stated that in our current rules, our Parks close at dusk which is an hour after sunset. Since this time is ever changing it is difficult to observe. She spoke to Mr. Ryan and we decided in order to alleviate confusion for both the staff and the public, it is their

recommendation that the Department post the summer hours which would be April 15 through Labor Day, the park hours would be 8:00 a.m. to 10:00 p.m. This would be clearly marked and would be clearly understood by the staff. She has been in contact with sign companies to determine how they would display it. All of the current signs say 8:00 a.m. to dusk. She stated that they could post a separate sign which was a little larger denoting summer park hours of 8:00 a.m. to 10:00 p.m. She was not able to get all of the prices from the sign companies for this meeting. She stated that when the summer ended, they would take that separate sign down and the hours would remain 8:00 a.m. to dusk.

Commissioner Bower asked if they should say sunset instead of dusk.

Director Richmond stated that the sunset changes depending on the time of year.

Commissioner Christensen stated that dusk is very confusing.

Director Richmond stated that if there is a defined time of 10:00 p.m., it becomes easier. They have had patrons argue with the dusk designation.

Commissioners agreed that this would make it much clearer.

Director Richmond stated that we leave the trailheads open from September 1st through January 5th and April 15th through June 1st. From June 2nd through August 31st it will be opened and closed like normal. She referred to the trailhead off of Eaton Road that we keep open for hunting. Staff are going to handle this in house but she wanted to make sure that the Commissioners were aware. She confirmed that the summer hours of the Parks that the Commissioners are considering tonight are April 15th through Labor Day.

Commissioner Bower asked if they should go to a specific time during the rest of the year.

Director Richmond confirmed that all other signs say 8:00 a.m. to dusk so we would have to cover this line and replace it with a specific time. She confirmed that there were 5 signs that we would have to change. She suggested asking the sign company to give them something to cover the first line of the sign.

Chairperson Danishevskaya moved to change Park Hours from current 8:00 a.m. to dusk to the hours of 8:00 a.m. to 10:00 p.m. during Summer Hours (April 15th to Labor Day) and to the hours of 8:00 a.m. to 8:00 p.m. during Winter Hours (Labor Day to April 14th) Seconded by Commissioner Baker. Vote on the motion: Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell; No: None; Absent: Spicer, Vallad. The motion carried by a 5-0 vote.

C. Discussion of "Stipend" for Kathy VanGilder

Director Richmond recommended that Ms. VanGilder receive a one-time stipend of \$640.00 because of all the additional tasks that she has taken on during this time of transition, which has been very important for this department. Director Richmond also stated that the office would not have continued to run as smoothly as it has been if it hadn't been for Kathy VanGilder.

Commissioner Baker moved to provide Ms. Kathy VanGilder a one-time stipend of \$640.00 based on Director Richmond's suggestion of the May 6, 2015 memorandum. Seconded by Commissioner Christensen. Vote on the motion: Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell; No: None; Absent: Spicer, Vallad. The motion carried by a 5-0 vote.

D. Discussion of New Director's Compensatory Time

Director Richmond stated that she currently has 91.5 hours and she also did the meeting minutes for the last 2 meetings so that will bring her to 101.25 hours. She stated that she spoke to Steve Williams, HR Consultant, EctoHR, and he recommended that she either be paid outright for the entire in a lump sum or over multiple pay periods no longer than 3 months. Another option could be that she take all of the time that is in her bank but in her opinion that is not possible now. The third option could be to do a hybrid and pay her out for anything above 40 hours and give her a time period to utilize the rest. She stated that she is recommending that she get paid out at the rate at which she earned it which was \$22.71; she feels strongly that this is the correct way to handle it. She stated that this totals \$2,298.39 and she rounded it off to \$2300.00 for budgeting purposes. She stated that if we want to ask her to take 40 hours in 3 months and pay out the remainder then we would only be paying out \$1,391.00.

Chairperson Danishevskaya stated that, as a new Director, it is going to be impossible to take any time. She does not suggest that they choose this option and instead start with a clean slate.

Commissioner Baker asked what Director Richmond's preference was.

Director Richmond responded that she does not want to lose the time because we are so busy and she doesn't think she could use it.

Commissioner Christensen moved to pay Director Richmond compensatory time in the amount of 101.25 hours at her previous rate of \$22.71 immediately. Seconded by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell; No: None; Absent: Spicer, Vallad. The motion carried by a 5-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 6,259.09 and \$575.00 for Trust and Agency. Seconded by Chairperson Danishevskaya. Vote on the motion: Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell; No: None; Absent: Spicer, Vallad. The motion carried by a 5-0 vote.

Commissioner Bower asked about the Clarkston Paper bill.

Director Richmond confirmed that this was for supplies.

Commissioner Bower asked what RC Services does.

Director Richmond stated that they are a contractor for Recpro RC Systems.

X. COMMITTEE REPORTS

A. Hiring Committee

Commissioner Christensen stated that the hiring committee held interviews last week for the Recreation Superintendent. 5 candidates were interviewed and they narrowed it down to two finalists who are coming in for 2nd interviews on May 19th. Director Richmond stated that this would be a practical interview; both candidates have degrees and experience in Recreation. Director Richmond stated that they had a promising candidate for the Building Custodian and they verbally offered the position to him. However, because of some issues, that offer was rescinded and they are still looking for a Building Custodian and Gate Attendant. She stated that she is going to perhaps fill it temporarily with a seasonal employee and she is searching for this fit.

B. Stewardship

Commissioner Bower summarized that this Committee met 3 times and the last meeting included Director Richmond and Mike Forst, Property Manager. There is a preliminary posting in the Commissioner's packet for their review. The Township is looking to hire a person to provide overview for Stewardship for the entire Township. This person will also work on educating the public and looking for grants. This person will work under the Township Supervisor but will be directed to work with Parks and Recreation. He stated that this is a very positive situation. Director Richmond stated that she is optimistic that this person will help the Department and the Township as a whole. Commissioner Bower stated that this will put the Township in the fore front and he is 100% behind it.

Commissioner Christensen asked if there was a deadline for resumes.

Director Richmond answered no; the committee will set that after the Township Board meeting on 5/14/15 and it gets approval. She will be involved in the interviewing process and candidate selection. She was encouraged by the partnership that Parks will have with the Township and the positivity of the meeting outcome.

XI. PUBLIC COMMENT

Ms. Judy Hensler commented that the hiring of the Stewardship person was important. She pointed out that the Endowment Fund has over \$500,000.00 to acquire more land and without a person, it cannot be taken care of. She asked about the demolition of the house at 8621 Eaton Road and would the DNR allow uninsured and unbonded workers in there. She suggested talking to the DNR about using voc center students to do work there without approval. She recommended that they demolish the house and she is pleased with the elimination of the comp time for Director Richmond.

XII. COMMISSIONER COMMENT

Commissioner Baker commended Parks and Recreation staff for all of their hard work during the recent transition period. Director Richmond answered that they are a team and are getting through this transition time. Commissioner Baker asked about the possibility of having jackets embroidered for the Commissioners. Director Richmond stated that they are looking at different options now and will bring those to the Commission when those are available. Commissioner Christensen recommended the Graphic Wizard in Clarkston.

Commissioner Bower reflected on the positivity of the Stewardship Committee.

Commissioner Omell thanked Director Richmond for all of her hard work.

Chairperson Danishevskaya stated that she is looking forward to meeting the members of the new team.

Director Richmond stated that the Commissioners will now have Township email addresses and all of them will be first initial and then last name with the ending of springfield-twp.us. Commissioner Baker's email will be dibaker@springfield-twp.us. She will forward an instructional email to all Commissioners. She stated that the brakes went out on the Ford tractor while an employee was driving it today and she will take care of calling the insurance company. The employee was not hurt. She summarized the documents that she has had to provide for River Run and the process that she has been going through with that property.

XIII. ADJOURNMENT

Chairperson Elena moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:11 pm. Commissioner Baker 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.