

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, August 11, 2015**

**I. CALL TO ORDER**

The August 11, 2015 Regular Meeting of the Springfield Township Park and Recreation Commission was called to order at 7:05 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**

Roger Bower	Sarah Richmond	
Elena Danishevskaya		
Dennis Omell		
Angela Spicer		
Jean Vallad		

**Commissioners Absent**

Diane Baker with notification  
Lisa Christensen with notification

**IV. AGENDA REVISIONS AND APPROVAL**

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

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Special Meeting Minutes –July 14, 2015 with Additional Disbursements of \$5,570.64 for the Parks & Recreation Fund and \$1,060.00 for Trust & Agency
- B. Receipt of Activities Report for July
- C. Receipt Progress Report for July
- D. Receipt of July Budget Printouts
- E. Receipt of Memo to Township board dated July 31, 2015 re: 2016 Parks and Recreation General Fund Request
- F. Approval of Request for Bid Proposal for 2016 Youth T-ball, Baseball, Softball & 2016 Basketball Uniforms, Staff Shirts & Camp Shirts for STPR
- G. Receipt of Memo date August 5, 2015 re: Volunteer Opportunities

## Receipt of Communications

Commissioner Omell asked why the title work for Shiawassee Lake Acquisition Grant is taking so long.

Director Richmond stated that the DNR has different items that they are looking for when they are looking at title work. One of the parcels did not have a clear title going back 40 years. When Director Richmond talked to the title search company, they said it is clear and they will put it in a different format so that DNR can see that. If it is still not worded in the exact way that DNR wants, they would have to get attorney approval and have then sign off on it.

Commissioner Vallad suggested moving the item "C. Receipt Progress Report for July" under New Business for further discussion.

**Commissioner Vallad moved to accept the consent agenda as revised, moving "C. Receipt Progress Report for July" under New Business B. Supported by Chairperson Danishevskaya. Vote on the motion: Yes: Bower, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Christensen. The motion carried by a 5-0 vote.**

## **VII. OLD BUSINESS**

### A. Discussion of 2016 Budgets

Director Richmond confirmed distribution of a copy of the proposed 2016 budget including a copy of the Endowment Properties Stewardship Fund. She needed to make clarifications based on discussions with Clerk Moreau and Supervisor Walls. She stated that what was called the Stewardship Budget is now called the Endowment Properties Stewardship Fund. Whenever the Township purchases a piece of property with Endowment Funds, it comes with 10% to be used for development and stewardship of that property. In the past, there was perhaps some confusion about what that money was used for. In the past, there was a line called Repair and Maintenance but because the funds are only to be used for development and stewardship, there should be no Repair and Maintenance. This discussion came up when she was discussing with Supervisor Walls and Clerk Moreau the stewardship activities so it would be very clear what was going into and out of this fund. She stated that when she or the Township refers to stewardship, they are talking about the Natural Resources Management plan including prescribed burns, invasive species removal and restoration. She referred to an amount shown charged to Parks in the amount of \$18,200.00. This will be items for River Run and Lake Shiawassee and the staff time associated with those items. She stated that before they go and start putting a trail in, they should do the Natural Resource Management Plan first which will help dictate the development plan. For example, if there is an area that is pristine a trail should not be put through it but maybe a boardwalk could be installed near it, this is something that the Natural Resources Manager can help with. The Natural Resources Manager can first put together the Natural Resource plan and then the Parks can put together the development plan. The prior year fund of \$11,200.00 is the prior year fund that they have for River Run; this came with River Run and currently there is about \$16,000.00 in there. They are anticipating using \$11,200.00 next year. The transfer in from Endowment Fund is the anticipated endowment of 10% for Lake Shiawassee and interest that the endowment fund has earned. She confirmed the name of this newly named fund is Endowment Properties Stewardship Fund, formerly Stewardship fund. She summarized that the initial payment would come out of the Parks Budget but Parks will get paid back with this fund.

Director Richmond continued that the Endowment Fund is put together with Township input and is still a work in progress. She found out that the Endowment Fund can cover appraisal and legal fees for the property. These fees do not come out of the 25% match that is required.

Director Richmond continued with the proposed 2016 Park fund by summarizing Revenues. She stated that there was \$35,000.00 for the truck coming out of Prior Year Fund and she is still researching the options that are available. The transfer in from the Endowment Fund is a new line item in the Revenues Cost Center. She stated that there is \$6,000.00 for staff that is going to be reimbursed for work that they are doing in River Run and Lake Shiawassee. There is \$5600.00 for River Run and \$6,600.00 for Lake Shiawassee development. She pointed out that if they do not do that work, they will not get that money. The Transfer from the General Fund line item has budgeted \$6,200.00, even though she did submit her request for \$15,000.00. The reason for this is that the Township is anticipating taking any contractual invasive species removal out of the General Fund. The Township is creating their own cost center to absorb those costs.

Commissioner Vallad asked if part of the 5% that Clerk Moreau suggested the Parks put aside for stewardship does not have to be anything like that.

Director Richmond stated that if the Natural Resources Manager obtains a grant requiring matching funds that will come from the Township Board. It is the Natural Resources Manager's job to find grants but if Director Richmond comes across grant funds available, Director Richmond will obviously share it with him.

Commissioner Vallad stated that this is a win-win situation for Parks. She suggested that the 5% can be used for more staffing costs.

Director Richmond stated that if the Township decides to hire seasonal employees, these seasonal employees can be dispensed throughout the Township including the Parks.

Commissioner Vallad asked Commissioner Bower if he got an indication during the committee meetings that the Township was going to pick up this much of the cost.

Commissioner Bower stated that there might be friction in what the Parks consider important and what the Township Board considers important.

Director Richmond stated that there is going to be growing pains because all involved have different opinions. She stated that this is Supervisor Walls plan but it has not been approved by the entire Board yet.

Director Richmond stated that the Parks does have a grant for \$5400.00 through the Michigan Health Endowment Fund which is called the Pathway to a Healthier Michigan. This was received through MRPA and the Parks are gearing the funds toward their senior population and will offset their instructor's fees for new activity programs. The Parks Department is considered a premier agency. She stated that the new Revenue totals are \$616,100.00.

Director Richmond continued with the Expenditures. She reduced the Commission's line item by \$700.00 as per recommendation from the Commission at the last meeting. She stated that she did add a Repair and Maintenance line for both River Run and Lake Shiawassee and she added \$1,000.00 for each. The Township Board wants the Parks to start budgeting for these items. She stated that under Supplies and Equipment under \$10,000.00, she added a gate for Lake Shiawassee, a sign for Lake Shiawassee and Lake Shiawassee dock repairs. She stated that under River Run, she put \$5,600.00 in the budget to be used for \$5,000.00 for trails and \$600.00 for a sign. She stated that she added the new server for Rec Pro for \$3400.00. This is an item that is currently budgeted for in the 2015 budget but she was told by the Township IT Employee; this is not going to happen this year. The Township is currently evaluating all servers so they can determine what the actual needs are.

Commissioner Omell asked about the water heater for the Community Center and well pump at Shultz.

Director Richmond stated that they have been having many problems with the water heater; it is not staying lit and goes out frequently. She stated that if the Health Inspector comes out and it is not lit, this is a violation.

Commissioner Omell suggested that the problem could be a very inexpensive piece called a thermocouple and maybe it should be replaced.

Director Richmond confirmed that they have had it checked. The well pump replacement at Shultz is based on the recommendation of the well contractor. She stated that if they do not replace it and it goes out it could cause more problems and be more expensive.

Commissioner Vallad stated she feels that whoever is telling you that if the well pump goes out it could affect the entire well is incorrect. She agrees with replacing the pump before it goes out but if it goes out before they can replace it, they are not going to lose their well.

Director Richmond stated that she just doesn't want more extensive and expensive repairs for their well that could have been avoided. The Township is asking them to look at the situation and evaluate it before it becomes a crisis. Parks could wait, but there are some things they should be proactive about.

Commissioner Omell asked if it was steel casing or PVC.

Commissioner Vallad stated that it is old; she feels confident it is steel.

Commissioners discussed the removal and the replacement of the well pump.

Director Richmond continued on to the Personnel Cost Centers. She stated that the negative amounts are representing the raises. The raises are in the Contingency line items along with the representative increases to life insurance, etc. She decreased the office clerical line by \$2,000.00. Hospitalization was a large reduction because the actual increase is 0.28%, but Director Richmond was advised by the Supervisor to use 1%. The reason is because of the

possible change if the Township goes back to a January renewal date. The Township is planning now to continue with the current plan.

Commissioner Vallad asked how many hours were planned for the Office Clerical position.

Director Richmond replied about 20 hours because they can also use hours out of Program Attendant. The rate of pay will be between \$9.50 to \$10.50. She reduced the milage for office staff based on past years expenditures.

Director Richmond continued stating that the Maintenance Personnel Cost Center looks very different and it is not because of raises, it is due to putting some of the costs in the stewardship Cost Center. The raises are in the Contingency line item with the associated cost. The hospitalization cost was reduced. She stated that she just budgeted for current staff, Kyle Wade and his wife and Kyle Ryan. The Stewardship Cost Center was increased to take into account the maintenance that would be done for all parks and there are correlated increases to social security, life insurance and other personnel costs. The Natural Resources Management Supplies was increased in case staff had to renew licenses or certificates or if they had to replace equipment. She stated that there are some equipment usage questions to be worked out with the Township yet, but to cover themselves; she increased the budget by \$1,500.00. She also removed burns and invasive removal because the Township would be taking care of that. She stated that it is not quite 5% it is between 3% and 4% of the mileage collection.

Director Richmond stated that since the Parks had grant funding, she was able to keep some items in programming. The Baseball Cost Center was reduced by reducing the t-ball uniforms line and reducing the umpire's contractual line because they are electing to do more of it in house. She stated that she also reduced the amount to be spent on background checks because Parks is going to be able to do those in house. Director Richmond stated that she reduced aquatic weed control knowing that Oakland County had been partnering with them and paying for the chemical application and she also reduced grub and weed control based on past costs. She left the HR Consultant line as it was because the Parks Department does use this service. The Treasurer was able to get the numbers for the tax tribunal refund which was a savings of \$2,350.00. She concluded that the Revenues and Expenditures match.

Commissioners commended Director Richmond for such a great job and thanked her for her hard work.

Commissioner Vallad suggested that they leave the \$2,000.00 in for Office Clerical especially if this person was going to be doing the Recording Secretary duties.

Director Richmond clarified that she was able to leave the Recording Secretary amount in the budget.

Commissioner Vallad concurred.

Director Richmond stated that if they had to add additional duties to that position, they could take it out of a different Cost Center.

Commissioner Vallad suggested that the Recording Secretary needs to distinguish between the pronouns of we, us, etc. to make direct reference to the group and to make the minutes easier to understand. Director Richmond stated that there is a Township Board Budget Workshop on August 25<sup>th</sup> at 6:00 pm. She was originally told that the Township Board would be discussing General Fund and Fire Fund, but she assumes that the Parks budget and Stewardship budget will be discussed too. She is planning on attending and encouraged other Commissioners to attend.

**Commissioner Vallad moved to accept the Endowment Properties Stewardship Fund Budget Revenue and Expenditures in the amount of \$36,200.00. Supported by Commissioner Danishevskaya. Vote on the motion: Yes: Bower, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Christensen. The motion carried by a 5-0 vote.**

**Commissioner Vallad moved to approve the third draft of the 2016 Parks and Recreation Fund Budget Revenue and Expenditures in the amount of \$616,100.00. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Christensen. The motion carried by a 5-0 vote.**

#### B. Receipt Progress Report for July

Director Richmond addressed Commissioner Omell's question about the title work. She stated that the DNR has their own way of looking at the title work and what they want to see. They expressed to Director Richmond that they did not see that it was clear for 40 years on one of the parcels. The total 8.25 acres has been owned by the same owner but several years ago it was split into three parcels. She stated that the company that they are dealing with is going to put it into a different format to present to DNR. If at that point, DNR is still not satisfied, then the Attorney needs to look at it and drafts a letter saying that the Parks is willing to assume this small risk on this piece of property. The revised title work and the due diligence letter will be sent to the DNR for their review. The due diligence letter is an environmental review of the property to make sure that there has not been any dumping of hazardous material on the property. Both Director Richmond and the former Director have inspected the property and conclude that there has not been any dumping. Once the DNR gets that and reviews and accepts it, only then can they move on to the next step. It has been a long drawn out process and unfortunately, the State of Michigan is dictating all of the steps that the department has to take.

Commissioner Omell is afraid that Mr. Underwood is going to say just forget it and back out and the Parks Department will lose it.

Director Richmond stated that she has maintained contact with Mr. Underwood and just spoke to him last week. She stated that she is trying to work with DNR because they provide other grants that the Parks Department uses. She stated that once they go through the appraisal, if the appraisal comes back different than what Mr. Underwood wants for the property, he could still walk away. She stated that the grant is set up for the purchase of the entire piece of property, not a portion.

Commissioner Omell asked how long this process will take based on what needs to be completed.

Director Richmond confirmed that she cannot give a definite answer since it depends on the DNR. She was asked by the Township Supervisor the same question today and she wished she could tell him, but she can't. The Parks Grant Administrator looks at the paperwork and then her boss looks at the paperwork and the Grant Administrator comes back to Director Richmond and explains what they can and cannot do. She cannot provide a time estimate at this time.

Commissioner Omell stated that the property will be a fairly easy property to develop for the Park's needs.

Director Richmond stated that they will have to make repairs to the dock, in addition to installing a parking lot, a gate and signage.

## **VIII. NEW BUSINESS**

None

## **IX. TREASURER'S REPORT**

### **A. Bills List**

Chairperson Danishevskaya stated that the Secretary and the Treasurer are both absent. Chairperson Danishevskaya read the bills list.

Commissioner Omell stated that he reviewed the bills and he has no issues with the bills as listed.

**Commissioner Danishevskaya moved to approve payment of the bills as follows: Parks and Recreation at \$11,456.73 and \$550.00 for Trust and Agency. Seconded by Commissioner Vallad. Vote on the motion: Yes: Bower, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Christensen. The motion carried by a 5-0 vote.**

## **X. COMMITTEE REPORTS**

### **A. Hiring Committee**

Director Richmond stated that the Hiring Committee was formed to hire the new Director.

**Commissioner Vallad moved to remove "Hiring Committee" from the agenda. Seconded by Commissioner Danishevskaya. Vote on the motion: Yes: Bower, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Christensen. The motion carried by a 5-0 vote.**

## **XI. PUBLIC COMMENT**

None

## **XII. COMMISSIONER COMMENT**

Chairperson Danishevskaya thanked Director Richmond on the great job she is doing.

Commissioner Bower stated that he is impressed with all of the things that are being done in the Parks and stated that the Twilight Trail was a positive and fun event.

Commissioner Vallad stated that it was great to see the people out enjoying the parks.

Commissioner Omell stated that he really enjoyed the Twilight Trail and received positive feedback from other people that attended the event. He thanked the volunteers that helped.

Commissioner Vallad stated that there are many volunteer opportunities available for everyone.

Director Richmond stated that the Monarch Butterfly Festival was a wonderful upcoming event and she described all activities that are going to take place during the Festival. She stated that they hired a Market Manager early in the year but this Market Manager is leaving the position. She stated that they spoke to all of the vendors and received good feedback from them. She posted the Market Manager position and if they do not get the ideal candidate, she is planning on combining this with the Office Assistant position. She summarized the recent Farmer's Market Dog's Day that was held.

Director Richmond also reminded the Commissioners that the Heritage Festival was coming up on September 19<sup>th</sup> and the Department was still looking for volunteers.

## **XIII. ADJOURNMENT**

**Commissioner Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:10 pm. Supported by Chairperson Danishevskaya. Vote on the motion: Yes: Bower, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker, Christensen. The motion carried by a 5-0 vote.**