

**Springfield Township  
Parks & Recreation Commission Regular Meeting  
Tuesday, September 9, 2014**

**I. CALL TO ORDER**

The September 9, 2014 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:34 p.m. by Chairperson Vallad at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Commissioners Present**

Diane Baker (arrived at 7:16 pm)  
Roger Bower  
Lisa Christensen  
Dennis Omell  
Angie Spicer  
Jean Vallad

**Staff Present**

Dan Raupp  
Sarah Richmond  
Jennifer Tucker

**Others Present**

**Commissioners Absent**

Elena Danishevskaya with notification

**IV. AGENDA REVISIONS AND APPROVAL**

Add "Fifty Plus Active Adults September & October Newsletter" as item "D" under Consent.

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

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Regular Meeting Minutes –August 12, 2014 with Additional Disbursements of \$6,806.48 for the Parks & Recreation Fund and \$650.00 for Trust and Agency
- B. Receipt of Activities Report for August
- C. Receipt of Monthly Budget Receipts

Receipt of Communications

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

## **VII. OLD BUSINESS**

### **A. Discussion of Five Year Plan**

Director Tucker stated that, at the September meeting, the Commission had discussed the need to prioritize the Five Year Plans. Director Tucker stated she had met with staff today and after much time spent trying to prioritize the plans it is necessary to have some direction from the Park Commission.

Director Tucker stated that the first Five Year Plan that they worked on was the Equipment and Repair Plan.

Director Tucker stated that some of the issues that the staff had encountered when going over the plans was how would the Commission like to budget going forward i.e. would Prior Year Funding be used or not, does that mean you are saving or not? The Department receives \$420,000.00 from the millage collection and those funds can only go so far. The Department has almost 650 acres of property and only two full-time maintenance personnel and only one seasonal maintenance staff and a part-time Ball Coordinator who will be doing everything on the properties. What we are doing isn't matching up our goals and maybe our expectations are too high and we need to reprioritize going forward. Director Tucker stated that in her opinion the staff needs to know if we are going to be using the Prior Year Fund to balance the budget, or are we going to not do that and start cutting what we are doing or reprioritize what we are doing in order to balance the budget because with current funding it will not be possible to do it all.

Director Tucker stated that if Prior Year Fund is not being utilized then the Five Year Plan would be moot because there would be no extra funds for capital improvement projects and the Department would just maintain what they have.

Chairperson Vallad stated that the Plan is not wasted and it is a good base but in her opinion she could not support a lot of equipment purchases until there was a place to store the new equipment. So keeping that in mind, she would have to say a maintenance building would have to become one of her top priorities. She stated that she is especially speaking about bigger items that she would not like to see stored outside. If it is something smaller, like the self-propelled snow blower, and there is room in the existed storage facilities that is fine but again she believes that the items that we are purchasing need to be stored properly.

Director Tucker stated that as Chairperson Vallad said, if the lack of storage is what is holding back the purchase of some of the bigger pieces of equipment, which would help the staff to perform their jobs more safely and efficiently, then maybe it is time to make a maintenance building a top priority for the Department, if not the top priority for the Department. Director Tucker stated that the only thing that would be a higher priority would be the purchase of a new truck.

Chairperson Vallad stated that she agreed that the new truck is a top priority that is fast becoming a necessity versus a want considering the condition of the 2001 GMC Truck.

Director Tucker stated that the staff had estimated the new truck with a plow package and plow. The new estimate for the vehicle is just over \$ 33,000.00.

Director Tucker stated that the 2001 GMC has already had approximately \$2,000.00 in repairs this year.

Director Tucker stated that she had asked Dan Raupp, Park Maintenance Supervisor, to give his current top four priorities under the Equipment Repair and Purchase Plan.

Mr. Raupp, Park Maintenance Supervisor, stated that a truck is his number one priority. His second priority is another gator. The reasoning for this is that this vehicle would be used on the athletic fields along with other areas of the parks. Currently the Baseball Coordinator is using his own four-wheeler to prepare the fields for games and practices. His third priority is a self-propelled snow blower. The fourth item is a Diamond Groomer for the ball fields. This piece of equipment would help the Department maintain the fields in a better fashion as it helps to break up the in-field area to have a safer surface for play.

Commissioner Bower asked how much a Diamond Groomer would cost.

Mr. Raupp stated that it is around \$ 15,000.00 brand new.

Chairperson Vallad asked if that is something that could be rented.

Mr. Raupp stated that no, it could not be rented.

Several Commissioners asked if a Diamond Groomer could be purchased used to get a savings on the cost.

Mr. Raupp stated that it was always a possibility.

Chairperson Vallad asked where this piece of equipment would be stored.

Mr. Raupp stated that ideally it would be stored in a maintenance building.

Commissioner Christensen asked how big a Diamond Groomer is.

Mr. Raupp stated that this piece of equipment would be used on the back of the Ford tractor and it is about five to six feet wide and it had five different leveling and scraping and grading devices built into it.

Commissioner Spicer asked how much a used one would cost.

Mr. Raupp stated that he hasn't priced used ones but probably half of the price of a new one.

Commissioner Omell asked if Director Tucker could remind the Park Commission how much the building that she has plans for cost.

Director Tucker stated that she has the plans for the building that VanBuren Township built about five years ago. The building is 75x75 with a lot of open work space. She stated that there were areas that were built in phases but the building cost approximately \$300,000.00.

Director Tucker stated that one item that was discussed about the maintenance building is that there needs to be some type of temperature control in it for several reasons including storage of pesticide chemicals, ability to work on equipment in all weather conditions to name a few.

Commissioner Omell wondered what the minimum size of building would need to be. He stated that he knows there are pole barns that could be added onto in the future.

Director Tucker stated that minimum would need to be figured out by looking at our equipment and taking some measurements to come up with an estimate for the square footage.

Chairperson Vallad asked if Director Tucker had a location in mind for the maintenance building.

Director Tucker stated that she has had a location in mind for many years. Her idea is to have the location be off of Eaton Road on the northern corner of the property. There is nothing in that area and some grading would need to be done. Some of her reasoning is that the building would be out of sight while still being in sight. Director Tucker stated that typically in Parks and Recreation, maintenance buildings are not within high traffic public areas.

Director Tucker stated that it would be great to do the building in phases, but she just wants to make sure that the building would be what the Department needs and wants.

Chairperson Vallad asked the Commissioners their opinions on the discussion this evening and where they see the Department prioritizing.

Commissioner Spicer stated that in her opinion she sees building a pole barn as a better option at this point because it is cheaper and it is something that we can add on to in the future. She stated that for the Diamond Groomer she would like to see us talk to Independence Township Parks and Recreation about sharing one. She also stated that she thinks that the snow blower is something that the Department definitely needs and the gator is not a problem but there has to be somewhere to store it.

Commissioner Bower stated that the Diamond Groomer as is has to go down in priority because of the price. In his opinion the truck is number one and a barn to store the equipment has to be number two.

Chairperson Vallad stated that she would like to see the Department maintain what we have.

Commissioner Spicer agreed.

Commissioner Christensen agreed that the truck is number one and the barn is number two and the gator is number three. She stated that in her opinion, the Department should not worry about adding things but needs to focus on what they do and doing it well.

Commissioner Omell stated that in his opinion the truck is number one and the pole barn is number two. The Diamond Groomer would be at the bottom of his list.

Commissioner Omell stated that he has a hard time taking monies from the Prior Year Fund for the 2015 budget year. He believes that there should be money in the Prior Year Fund in order to cover situations that might arise.

Chairperson Vallad stated that in her opinion she does not see us balancing the budget using the Prior Year Fund. She stated that in the Prior Year Fund there are monies earmarked for projects.

Commissioner Spicer stated that she prefers the Department not have to keep dipping into the Prior Year Fund.

Commissioner Bower stated that he agrees that the Department can not keep balancing the budget using the Prior Year Fund.

Chairperson Vallad stated that the Department may not be able to save at the same level as in the past but it is necessary to save a small amount.

Chairperson Vallad stated that the Stewardship Five Year Plan does not change except for the units that are scheduled to be burned.

Director Tucker stated that that was correct and that it can fluctuate based on monitoring and what is found in each unit. Director Tucker stated that the funding for some of the Stewardship is dwindling. Some of the bigger projects such as a field restoration project still had funding but again the funding for other stewardship endeavors like prescribed burning is not there. To fund the prescribed burns in 2015, the Commission is asking for a General Fund contribution in case grant dollars are not awarded. Director Tucker stated that the Commission will need to think about how the Department is going to fund stewardship efforts in the future if there is not grant funds available.

Director Tucker stated that there is some new grant opportunities on the horizon but the grants are cooperative weed management grants, which the Department has done before. She would just like to point out to the Commission that these cooperative ventures do require a substantial amount of work and if it is something that the Commission would like her to pursue it would take a lot of time away from other things.

Chairperson Vallad stated that in her opinion, based upon the discussion this evening, it sounds like maintenance and stewardship is a top priority and so in her opinion she feels that Director Tucker applies for any grant money she can find.

Director Tucker stated that monitoring is a big part of stewardship and maintaining the areas that have been treated is very important.

Director Tucker wanted to clarify in case there were questions at the Budget Workshop meeting that the top two priorities are the truck and saving for the maintenance building. Beyond that the Department will continue to try to do stewardship and the general maintenance listed in the five year plan. The capital improvement items will be addressed on a case by case basis.

The Park Commission stated that Director Tucker, if asked by the Township Board about the Five Year Plans, could let them know that the Commission has already begun reviewing the Five Year

Plans and they will be updated and finalized prior to turning in our annual report. However, the Park Commission has pinpointed their top priorities.

Chairperson Vallad stated that she would like to see estimated costs for a pole barn type maintenance building. If it then is a top priority she thinks it is time to look at this year's budget to see where the Department has been able to save money and Prior Year Fund balance to see if it is feasible to do now or to wait another year to do it. Chairperson Vallad stated that she does not have a problem spending the Prior Year Fund balance for something that we truly need.

Director Tucker stated that she would like to have some time so that she and the Park Maintenance Supervisor, Dan Raupp, can compile some costs and where the Department can go from here and in the future for this building.

Chairperson Vallad stated that, in her opinion, it will need to be in phases such as the first year the building and the next year electricity, etc.

The rest of the Park Commissioners stated that they would like to see this information so they can make decisions about this item.

#### B. Update on 8621 Eaton Road (Large Ranger House)

Director Tucker stated that at the June Park Commission meeting, Ranger Matt Davis came to the Park Commission and asked them if his family could stay in the house until end of July 2015. The Park Commission stated that they would be willing to allow Mr. Davis and his family to reside in the house until July 2015 if he agreed to sign an agreement that he would assume responsibility of repairs. The Township Attorney drew up said agreement.

Director Tucker stated that Mr. Davis has contacted her to let her know that his family had purchased a trailer that they would be moving into so they will be moving out of the house soon. Mr. Davis stated during that conversation that he had been advised not to sign the liability agreement since it was one sided and it puts all the responsibility and liability onto him. Director Tucker told Mr. Davis that was absolutely correct and that is what he agreed to when he came before the Park Commission. If the liability agreement is not signed then it negates his lease.

Also during that conversation, Mr. Davis stated that he would like to be relieved of his gate duties in order to prepare for their upcoming move. Director Tucker stated that while there are any of their personal belongings still in the house then he is still responsible for closing the gates.

Director Tucker stated that once Mr. Davis and his family have moved out of the house, the house will have to be boarded up and winterized. She wanted to point out that there are no funds currently budgeted for the boarding up and demolition of the house.

Chairperson Vallad wondered if once Mr. Davis has moved out and no longer is doing the gates, who will take over that responsibility.

Director Tucker stated that staff is working on a plan to handle both the closing of the gates and the boarding up and winterization of the house along with information on demolishing the building.

#### C. 2015 Parks and Recreation Fund Budget

Director Tucker stated that this item was placed on the agenda due to the changes in the health insurance plan pricing. Director Tucker stated that at this time the hospitalization line items should be kept at the amounts that are currently listed. At this time the budget numbers are unchanged.

## VIII. NEW BUSINESS

### A. Budget Workshop Meeting Date September 17, 2014 at 6:00 pm

The next budget workshop meeting will be on Wednesday, September 17, 2014 at 6:00 pm in the upper level conference room.

Commissioners Bower and Spicer stated they would be able to attend the meeting. Commissioner Christensen stated that she would not be able to attend. The other Commissioners would be trying to make it to the meeting.

### B. Discussion of Bounce House Agreement

Director Tucker stated that the Department, through the previous Farmer Market Manager, had found a potential sponsor that would donate the funds to the Department for the purchase of our own bounce house.

Director Tucker stated that the agreement that the Commission has in their packet has been reviewed by the Township Attorney.

**Chairperson Vallad moved to approve the Community Bounce House Sponsorship Agreements presented in the memo dated September 3, 2014. Chairperson Vallad was supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Christensen, Omell, Spicer and Vallad; No: Bower; Absent: Danishevskaya. The motion carried by a 5-1 vote.**

Further Discussion:

Commissioner Bower stated that he voted no due to the storage of the bounce house. He stated that wanted to know where it would be stored if it was purchased.

Director Tucker stated that a space would be found in one of the buildings.

## IX. TREASURER'S REPORT

### A. Bills List

**Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 7,145.00 and Trust and Agency \$ 100.00. Commissioner Christensen was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Spicer and Vallad; No: None; Absent: Danishevskaya. The motion carried by a 6-0 vote.**

## X. COMMITTEE REPORTS

None

## **XI. PUBLIC COMMENT**

None

## **XII. COMMISSIONER COMMENT**

Commissioner Baker stated that she is very hopeful that there will be good dialogue at the Budget Workshop. She appreciates all the hard work that has gone into the Five Year Plan.

Commissioner Spicer stated that she is very happy with the concept of the maintenance building and she believes that everyone is doing a good job.

Commissioner Bower appreciated the budget discussion that took place this evening.

Commissioner Omell stated that the Five Year Plan has a lot of detail in it and it really shows all that the Department has to manage.

Chairperson Vallad wanted to remind everyone about the need for volunteers at Heritage Festival on September 20<sup>th</sup>.

Director Tucker wanted to also remind everyone about the Heritage Festival on September 20<sup>th</sup>. Also staff has been working very hard on many projects the last few months including preparing for Heritage Festival. Director Tucker also invited the Commission to check out the Boy Scout Eagle project at Mill Pond Park. The overlook project was completed on August 23<sup>rd</sup> with the help of many volunteers.

## **XIII. ADJOURNMENT**

**Chairperson Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:33 pm. Chairperson Vallad was supported by Commissioner Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Spicer and Vallad; No: None; Absent: Danishevskaya. The motion carried by a 6-0 vote.**

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Jennifer Tucker, Director of Parks & Recreation

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Jean Vallad, Chairperson of Park Commission