



Waterford Parks and Recreation Board Meeting Agenda
Tuesday, January 12, 2021, 6:30PM
VIRTUAL MEETING

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/AlisonSwanson/recreationboardjanmtg>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 391-501-717

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<https://global.gotomeeting.com/install/391501717>

Based on the COVID-19 Local State of Emergency declared and confirmed as continuing by Resolution of the Board of Trustees on December 9, 2020, **this meeting will be held by electronic remote access that provides 2-way telephone or video conferencing** as permitted by the Open Meetings Act as amended by Public Act No. 254 of 2020, and the Electronic Remote Meeting Procedures approved by Resolution of the Board of Trustees on December 9, 2020.

The public may participate in each meeting through GoToMeeting by computer, tablet or smart phone using the following link: <https://www.gotomeet.me/AlisonSwanson/recreationboardjanmtg> New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/391501717>

You may also dial in using your phone: United States (Toll Free): 1 866 899 4679 or United States: 1 571 317 3116
Access Code: 391-501-717

Members of the public will only be able to speak during any public hearing that is held at the meeting and during the public comment period at the end of the meeting and such comments will be limited to three minutes per person. To provide for orderly public participation, a person wishing to speak must first state their name and request to be recognized by the Chairperson of the meeting. The Chairperson will recognize all persons wishing to speak during a public hearing and the public comment period. Prior to the meeting, members of the public may contact the members of the Waterford Parks and Recreation Board to provide input or ask questions by email or mail to the Township employee/official and at the addresses listed below. Persons with disabilities in need of accommodations to be able to participate in the meeting should provide at least 24-hour advance notice to the listed Township employee by phone, email, or mail and an attempt will be made to provide reasonable accommodations.

Alison Swanson, Parks and Recreation Director
Charter Township of Waterford
5200 Civic Center Drive, Waterford, Michigan 48329
Email: aswanson@waterfordmi.gov
Phone: (248) 618-7549

		<u>Action Required</u>	<u>Presenter</u>
1.	Call meeting to order	Board Approval	Donna Kelley
2.	Additions/deletions to agenda. Approve agenda.	Board Approval	Donna Kelley
3.	Receive and approve November 17, 2020 minutes	Board Approval	Donna Kelley
4.	New Business		
	a. Waterford Warriors Soccer Annual Affiliation Presentation	Board Approval	Mark Koskinen
	b. Waterford Little League Annual Affiliation Presentation	Board Approval	Steve Campbell

Waterford Parks and Recreation Board Meeting Agenda

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VIRTUAL MEETING

- | | | | |
|----|--|----------------|----------------|
| c. | Appoint liaison to Drayton Plains Nature Center Advisory Committee | Board Approval | Alison Swanson |
| d. | Appoint liaison to Hess-Hathaway Park Advisory Committee | Board Approval | Alison Swanson |
| e. | Award 2-year Service Agreement for portable toilets at parks | Board Approval | Alison Swanson |
| f. | Award 2-Year Service Agreement for background screening services | Board Approval | Alison Swanson |
| 5. | Reports | | |
| a. | Director's Report | Informational | Alison Swanson |
| b. | Hess-Hathaway Park | Informational | Jerry Beseau |
| c. | Golden Age Club | Informational | Dan Ludwig |
| d. | Township Government | Informational | Kim Markee |
| e. | Waterford School District | Informational | Rob Petrusha |
| f. | Drayton Plains Nature Center | Informational | Linda Zabik |
| 6. | Round Table | | |
| 7. | Meeting Adjourned | | |

2021



Waterford Little League

Annual Report

www.waterfordlittleleague.org

Waterford Little League

www.waterfordlittleleague.org

Waterford Little League was established in 2010. During this time we have played in State level tournaments and placed 4th out of sixteen (16) teams. We have had four divisions go on to play District level tournaments, where in three (3) have won first place. There are fifteen (15) leagues in the District and sixteen (16) Districts in the State of Michigan. Waterford Little League has hosted District tournaments.

Waterford Little League players that have gone through to their senior division have also played baseball for their high schools and colleges.

Uniforms



2021 Annual Report

Board of Directors:

President – Steven Campbell
Vice President – Wes Coe
Treasurer – Tammy Campbell
Secretary – Diana McCarthy
Information Officer – Kyle Gauthier
Uniform Direct – Aimy Gauthier
Player Agent –
Umpire Chief – John Wylie
Umpire Chief Assistant –
Baseball Director – Toshi Aasi
Coaches Coordinator – Kevin Prater

Membership: 34 Teams; 363 Individual Players

Leagues:

T-ball, Coach Pitch, Minors, Majors, Juniors & Seniors (ages 4-16)

Affiliation provided by: Little League International

Insured by: Keystone Risk Managers, LLC

General Liability:	\$1,000,000 - Each Occurrence \$2,000,000 - General Aggregate
Products/COMP OPS Aggregate	\$1,000,000
Sexual Abuse per Occurrence	\$1,000,000
Sexual Abuse Aggregate	\$2,000,000
Property Damage Deductible	\$ 250.00
Directors & Officers	\$1,000,000 – Each Loss \$1,000,000 - Aggregate
Cyber Liability Coverage	\$100,000.00 per league Aggregate
Security & Privacy Liability Insurance	\$100,000 per League sublimit of liability
Regulatory Action Sublimit of Liability	\$1,000 per League Retention
Event Management Insurance	
Crime Coverage	\$35,000 Each Loss / Crime Deductible \$250 Property \$1,000 Money
Sports Excess Accident	As in Master Policy: med. Max \$100,000 Deductible \$50

Coaching Certification Requirements:

Coaching Certification Provide by:

State Concussion Training Certification: The Team Manager and at least one Coach

Background Checks:

Our background checks are processed through JDP. All Coaches, Assistant Coaches, Mangers, Team Parents, Board Members and parents that are helping coach or assist in anyway must complete background checks.

Season Length: We are a spring league with our regular season will begin on April 19, 2021 and will run until approximately until June 5, 2021, Playoff games will begin June 14, 2021 with Championship games on June 19, 2021. Districts begin week of July 4, 2021 and will end mid July.

Training Facility: Oakland Yard and Virtual Baseball

Competition Facility: Waterford Community Church, Shell Park, Herrington Park, Optimist Park & Rotary Park.

Average Per Player Cost: varies per division:

Tee Ball	\$ 75.00
Coach Pitch	\$ 95.00
Minors	\$130.00
Majors	\$145.00 (to be determined if we will have this division)
Intermediate	\$165.00

Annual Operating Costs:

Annual Operating Expense: \$20,369.75, carrying over \$200.79 annually to restart operations.

NOTE: THESE FIGURES ARE FROM 2019. DUE TO COVID-19 WE HAD TO REFUND ALL PLAYERS AND NO SEASON WAS HELD. OUR CARRY OVER TO RESTART OPERATIONS IS \$9.00.

BOARD OF TRUSTEES

Gary Wall, Supervisor
Kim Markee, Clerk
Steven Thomas, Treasurer
Anthony M. Bartolotta, Trustee
Marie Hauswirth, Trustee
Janet Matsura, Trustee
Mark Monohon, Trustee



5200 Civic Center Drive
Waterford, Michigan 48329-3773
Telephone: (248) 674-5441 Fax: (248) 618-7674
waterfordmi.gov/parks

Department of Parks & Recreation

Alison Swanson, Director
Recreation Board Members
Donna Kelley, Chairperson
Jerry Beseau
Allison Buczek
Dan Ludwig
J.R. Olerich
Rob Petrusha
Roman Wasylykevych
Linda Zabik

2021 Waterford Little League Youth Baseball Organization, Waterford Parks & Recreation Department, and the Waterford Township Recreation Board Affiliation Agreement

Purpose of Agreement

The purpose of this Agreement is to simplify and state the terms and conditions for the Waterford Little League (WLL), the Waterford Parks & Recreation Department (P&R), and its Recreation Board (RB) to affiliate with each other to provide the citizens of Waterford Township an opportunity to participate in a spring youth baseball program.

Waterford Parks & Recreation Department agrees to:

Provide, for a rental/maintenance fee, ball fields at Waterford parks, for practices and games. Rates are listed below:

- Game Rate: \$75.00 per field, per date.
 - If field lights are requested or used during games at \$35.00/hour fee will be assessed.
 - Field lights at Lions Park will be turned off at 10:00p.m., no exceptions.
 - There will be a 24-hour cancelation notice required for all scheduled games. If the WLL cancels a game the day of, excluding weather related cancelations, WLL will be responsible to pay P&R the full field rental rate for that game.
 - If WLL has P&R hold a field for a select date and does not end up scheduling a game on that date, WLL is responsible for paying P&R \$38.00 for that date. If P&R is able to rent the field to another group on that date, this fee would be waived.
 - A list of park rules listed under WLL requirements.
 - P&R reserves the right to schedule/rent ball fields at anytime to WLL and other organizations.
- Order port-a-johns for locations at Waterford school fields and Waterford park fields where WLL games are to be played. WLL must request port-a-john units must from P&R one (1) month in prior to when the unit(s) need to be delivered.
 - WLL will pay P&R for regular port-a-john units at a rate of \$95.00 per unit, per month. This includes one (1) cleaning of each unit per week.
 - WLL will pay P&R for handicap port-a-john units at a rate of \$125.00 per unit, per month. This includes one (1) cleaning of each unit per week.
 - WLL will be responsible for any additional port-a-john cleaning fees a rate of \$25.00 per unit, per cleaning.
 - Provide 2" x 2" advertising space in the P&R Leisure and Education Opportunities Brochure to notify Waterford residents of the WLL registration procedures. An \$80.00 fee will be assessed to WLL for this per issue.

- Deadline for advertising is as follows:
 - Winter - October 1 (digital only brochure)
 - Spring – February 1 (digital only brochure)
 - Summer – April 1(digital only brochure)
 - Fall – July 1
- Offer E-Blast opportunities to WLL, limited to a maximum of three (3) per calendar year at a rate of \$275.00 per E-Blast. Any information to be disseminated through E-Blast must be reviewed and approved through P&R and include P&R logo indicating that WLL is an affiliate of P&R.
- Provide WLL with room(s) for meetings and registration inside the Waterford Recreation Center as needed at a rental rate of \$25.00 per hour on weekdays and \$30.00 per hour on weekends. Rentals must be scheduled at least two (2) weeks prior to rental date. Rental space is limited and not guaranteed to be available.
- Assign a P&R staff person to attend organizational meetings as requested by WLL.

Waterford Little League agrees to:

- Provide citizens of Waterford Township an opportunity to participate in a spring youth baseball program that
 - Follow P&R anti-discrimination guidelines
 - Provides a “safe” environment for skill building
 - Provides a system to resolve participant complaints
- Comply with the Americans with Disabilities Act (ADA), which was signed into law in July of 1990. This law mandates equal access to services, transportation, employment, communication, and facilities for persons with disabilities. WLL must admit an individual with a disability who meets essential eligibility requirements providing reasonable accommodations, as may be needed, to allow these individuals to participate in league activities. These accommodations may include providing adaptive equipment, additional volunteers, staff members, sign language interpreter, and similar measures.
- Inform parents to sign their child up for the P&R Youth Summer Ball League during the P&R registration period January 11-May 7, 2021, to give the WLL players that want to continue to play ball in the summer months an opportunity to do so in Waterford.
- Not offer any program or league that will compete with any of the P&R program and league offerings during the same season and for the same age groups that P&R is offering said program/league.
- Provide P&R with a written WLL COVID-19 safety policy and protocol document for review and approval prior to utilizing any P&R fields for practices or games.
- As users of the P&R facilities WLL must
 - Obey all park rules and regulations.
 - Malicious destruction or careless use of the facility that causes damage or property stolen will be penalized by the amount of the cost of repair or replacement and other costs connected thereto.

- The WLL agrees to clean out the park dugouts after use. If there are any maintenance requests, contact the Parks and Recreation Office (248) 674-5441 or the designated Recreation Supervisor, Joe Okaiye jokaiye@waterfordmi.gov
- The WLL will provide a Certificate of Insurance
 - Naming Charter Township of Waterford as additional insured. Certificate of Insurance must also indicate that coverage is written on a primary and non-contributory basis and Charter Township of Waterford must be listed on Certificate of Insurance to receive any cancellation notices from your insurance provider. Limits required are: \$1,000,000.00 per occurrence and \$3,000,000.00 comprehensive for personal injury, bodily injury and property damage.
 - Certificate of Insurance must be received by P&R prior to WLL utilizing any P&R fields for practices or games.
- WLL will provide to P&R their game schedule one (1) month prior to the start of their season.
- WLL will provide to P&R a list of all of their coaches' names, phone numbers and email addresses prior to the start of their practices and season.
- The WLL must include in their participants' waiver forms releasing Waterford Township and Waterford School District from liability prior to participating in any baseball activity. These forms must be signed by the participant's parents.
- WLL will designate one contact person and an alternate that will be solely responsible to forward WLL facility, maintenance, and any other requests to the P&R.
- WLL is responsible for contacting the Waterford School District for use of Waterford School District fields and field maintenance at those locations. P&R is not responsible for field maintenance at any of the Waterford School District fields.
- Prior to the WLL annual presentation to the RB, the WLL must submit to the RB a report that contains but not limited to:
 - Financial Report of recently completed financial year
 - Contract change requests for the next competitive season
 - Answers/proposed changes to any participant complaints received by said Board during current season
 - Safety guidelines and coaches training procedures implementation during past season
- The WLL President or his/her designee will present to the RB at its Virtual Meeting, **January 12, 2021, 6:30p.m.** Meeting a proposal for the upcoming season on registration costs. Current years' Agreement will be signed by all parties at this meeting.
- Pay P&R an annual affiliation fee of \$50.00, to be placed on WLL's annual invoice.
- Remit payment to P&R for all invoiced items by December 31, 2021.

Waterford Township Parks & Recreation Board agrees to:

- Oversee this Agreement to ensure WLL and P&R honor their commitment to provide citizens of Waterford Township an opportunity to participate in a youth baseball program.
- Review the WLL and P&R annual reports and oversee the negotiations for next years' Agreement.

Agreement Terms:

- This Agreement shall be in effect for one (1) year from the date of signatures below.
- Any of the parties can upon 30-days written notice to both of the other parties, cancel out of this Agreement as long as all the financial requirements have been met.

Hold Harmless Agreement

To the fullest extent permitted by law, the Waterford Little League agree to defend, pay in behalf of, indemnify, and hold harmless Waterford Township, its elected and appointed officials, employees and volunteers and others working on its behalf of the Waterford Little League against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Waterford Little League, its elected and appointed officials, employees, volunteers or others working on behalf of the Waterford Little League, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof which arises out of or any way connected or associated with this Agreement.

Signatures

In consideration of the use of Waterford Parks & Recreation Department's softball and baseball fields, I/We promise to abide by the clauses above and pay the total amount of this Agreement at the date specified.

I have read and agreed to the above terms and will comply with the regulations of this Agreement.

Signature – Steven Campbell, President
Waterford Little League

Date

Signature – Alison Swanson, Director
Waterford Parks & Recreation Department

Date

Signature – Donna Kelley, Chairperson
Waterford Township Parks & Recreation Board

Date

Signature – Gary Wall, Waterford Township Supervisor

Date

**WATERFORD PARKS & RECREATION DEPARTMENT
PORTABLE TOILET QUOTES
January 1, 2021 - December 31, 2022**

Company	Monthly Unit Price Regular Unit	Monthly Unit Price Handicap Unit	Extra Cleaning Price Monthly Unit	Hand Sanitation Station Monthly Price	Weekend Unit Price Regular Unit	Weekend Unit Price Handicap Unit	Extra Cleaning Weekend Price	Hand Sanitation Station Weekend Price
Brendel's Septic Tank Service LLC 9481 Highland Road, White Lake, MI 48386 Recommend awarding 2021-2022 Service Contract to this contractor.	2021 \$90.00	2021 \$120.00	\$20.00 per unit, per service	\$80.00	\$115.00	\$140.00	\$20 per unit, per service	\$50.00
	2022 \$95.00	2022 \$125.00						
Don's Lil Johns 10421 Enterprise Drive Davisburg, MI 48350	\$105.00	\$185.00	\$30, per unit, per service	\$70.00	\$95.00	\$175.00	\$30, per unit, per service	\$70.00
Turner Sanitation 1149 Rhodes Road Lake Orion, MI 48361	\$110.00	\$160.00	\$25.00/week = \$100.00/month	Double sided handwash station \$75.00	Friday-Monday \$125.00	\$165.00	\$55.00/call + \$25.00/cleaning	\$85.00

WATERFORD PARKS & RECREATION DEPARTMENT
BACKGROUND SCREENING QUOTES
January 1, 2021- December 31, 2022

COMPANY	BACKGROUND SCREENING COST
<p>Accufax 2840 E 51st St UNIT 103 Tulsa, OK 74145</p>	<p>Will not be submitting a quote</p>
<p>Background Investigation Bureau, LLC 9710 Northcorss Center Court Huntersville, NC 28078</p>	<p>\$16.00*</p> <p><i>*Plus a \$14.00 monthly subscription fee</i></p>
<p>National Background Investigations, Inc. P.O. Box 966 Stevensville, MD 21666</p>	<p>\$6.25 + statewide access fees / \$7.00 per county + any court fees</p>
<p>National Center for Safety Initiatives (NCSI) 807 Broadway Street Minneapolis, MN 55413 Recommend awarding 2021-2022 Service Contract to this contractor.</p>	<p>\$17.00</p>