

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, February 14, 2017**

I. CALL TO ORDER

The February 14, 2017 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:02 p.m. by Chairperson Bower at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Roger Bower
Lisa Christensen
Dennis Omell
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond

Others Present

Commissioners Absent:

Diane Baker with notification
Rich Parke without notification

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-January 10, 2017 with Additional Disbursements of \$4,712.43 for the Parks & Recreation Fund
- B. Receipt of Activities Report for January
- C. Receipt of Progress Report for January
- D. Receipt of Financial Summary
- E. Receipt of December Before Audit Budget Printouts
- F. Receipt of January Before Audit Budget Printouts
- G. Approval of Natural Resource Manager January Monthly Report
- H. Approval of Event for August

Receipt of Communications

Commissioner Vallad suggested more tacos are prepared for the event in August; the amount should be doubled.

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

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Approval of Update to Park Commission Rules of Procedure

Director Richmond summarized her memo to the Commission. She stated that the Township Board voted and approved these revisions and updates. She summarized the reason that the Commission would go into Closed Session. Section 4.2 involved the formal bidding process. This will make them compliant with the Township and the majority of the book is the same. It is here recommendation that this is approved.

Commissioner Vallad suggested putting the definition of the Open Meetings Act in parentheses.

Director Richmond indicated that she copied the Township Board document.

Commissioner Vallad suggested starting with the Open Meetings Act requires and put the paragraph in parentheses.

Director Richmond agreed and she reviewed with Commission Vallad exactly how she wanted it written. She confirmed a quorum is four just like the Township Board.

Commissioner Vallad stated that she would like it to be a recommendation as long as everyone else agrees.

Commissioner Vallad moved to approve the revisions to the Park Commission Rules of Procedure Manual with the discussion topic that they added tonight, the parentheses of the Open Meetings Act being added to Item 6. Supported by Commissioner Christensen. Vote on the motion: Yes: Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.

B. Approval of Revised Recreation Services Contract

Director Richmond stated that a discussion came up recently about this contract so she had the Township Attorney, Greg Need, review it. She outlined and summarized the proposed changes as shown in the draft submitted to the Commissioners. She would like to have this approved so they could start using it for the Spring and Summer instructors.

Commissioner Vallad asked about number 4 which indicates the contractor has to supply a replacement.

Director Richmond stated that yes, it would be up to the main instructor to supply a sub if he was not able to meet the obligation. She stated that some of the groups they work with are organizations and they have subs available. This contract will apply to both single instructors and organizations.

Commissioner Christensen asked if background checks were in the contract.

Director Richmond stated that it is covered in number nine.

Commissioner Christensen moved to approve the Revised Recreation Services Contract as presented with changes recommended by Greg Need. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve the February bills list totaling \$2,560.62 and \$300.00 for Trust and Agency. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Director Richmond summarized the recent review of the Office Assistant position and she explained that it was determined that this individual was not the right fit for the position and the Department. She has advertised the position on the website and the cable station and has received a couple of applications. She is going to look at the prices for a paper advertisement.

Commissioners discussed filling this open Office Assistant position.

Commissioner Spicer commented that she really likes the taco dinner event planned for August 2017 but she suggested more tacos should be made.

Commissioners discussed the food choices for the August taco event.

Commissioner Omell commented that the Spaghetti Dinner was a positive event. He suggested that they did make more money than what is being shown.

Director Richmond stated that volunteer hours have to show both revenue and expense. The donation of bread needs to show both the revenue and expense; it has to be shown this way as per the auditors.

Commissioners discussed showing the expenses and revenues for events.

Commissioner Christensen thanked Director Richmond for a great job on the spaghetti dinner.

Commissioner Bower suggested having Davis Lake open during the winter.

Commissioners discussed the parks and opening them during the different seasons.

XIII. ADJOURNMENT

Commissioner Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:25 pm. Supported by Commissioner Vallad. Vote on the motion: Yes: Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.