

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, June 10, 2008**

I. CALL TO ORDER

The June 10, 2008 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:05 p.m. by Commissioner Hyer at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Ron Hudson (arrived at 7:21 pm)
Kelly Hyer
Rich Parke (arrived at 7:30 pm)
Annette Zemon-Parker (departed at 9:24 pm)
Dot LaLone
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Donna Clancy

Commissioners Absent

Diane Baker with notification

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as presented. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Hyer, LaLone, Zemon-Parker and Vallad; No: None; Absent: Baker, Hudson, and Parke. The motion carried by a 4-0 vote.

V. PUBLIC COMMENT

Ms. Clancy stated that she thought the department was doing a great job with the parks.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-May 13, 2008 with Additional Disbursements of \$9,625.90 for Parks & Recreation Fund and \$ 300.00 for Trust & Agency.
- B. Receipt of Parks & Recreation Activities Report for May
- C. Receipt of Financial Summaries
- D. Receipt of April 2008 Budget Reports
- E. Receipt of May 2008 Budget Reports
- F. Receipt of Approved Township Board Meeting Minutes for April 1, 2008, April 7, 2008 and April 10, 2008
- G. Receipt of Tentative June Calendar of Events

- H. Receipt Township Board Agenda for June 12, 2008
- I. Receipt of Young At Heart Active Adult June & July Newsletter
- J. Receipt of Tri-county Times Article re: T-ball

Receipt of Communication

- 1. Budget Memo from Township Supervisor dated June 2, 2008

Commissioner Vallad moved to accept the consent agenda as presented. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Hyer, LaLone, Zemon-Parker, and Vallad; No: None; Absent: Baker, Hudson, and Parke. The motion carried by a 4-0 vote.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. 2009 & 2010 Parks and Recreation Budget

The Commission discussed the memo received from Township Supervisor Walls dated June 2, 2008 that asked the departments to begin the budget process early this year. Supervisor Walls asked that the departments not only work on the 2009 budget but also the 2010 budget. As the Parks and Recreation Department works on the budget earlier than other departments due to the approval process, the budget should be on time.

Director Tucker stated that the rough draft budgets were included in the packets. After much discussion, the Park Commission made changes and will look at the second draft at a special meeting. The 2010 budget will be discussed and/or approved at the July 15, 2008 Park Commission meeting.

B. Observation deck at Dollar Lake with Donation from US Fish and Wildlife

Director Tucker informed the Commission that a donation of composite plastic lumber was received from the US Fish and Wildlife Service and Trex Company for the Parks and Recreation Department and the Township. A total of 500 feet of decking was received; 400 feet was allocated for the Parks and Recreation Department and 100 feet for the Township to use for a bridge that they will be installing in conjunction with the path that is being planned to wrap around the Civic Center.

Director Tucker informed the Commission that the lumber could not be used for a fishing deck at the fishing ponds near the Civic Center. It is her suggestion that an observation deck be constructed at the end of the trails at the Eaton Road Trail Head.

Director Tucker stated that the remaining materials used to complete the deck would be wolmonized wood. At this time the maintenance staff is so extremely busy with other projects that it is her recommendation that the Commission request bid proposals for the labor to construct the observation deck.

Commissioner LaLone inquired if this project would be one that the church and their volunteers could assist with.

Commissioner Hyer asked if there were any Eagle Scouts looking for a project.

Director Tucker stated at this time there are not any Eagle Scouts looking for a project of this size.

Commissioner LaLone inquired as to where the money for the supplies and labor would be coming from.

Director Tucker stated in the Natural Resource Management line item the department would be reimbursed through the USDA grant for several of the projects that had already been completed.

Commissioner Vallad stated that she has no problem with proceeding with this project as long as it can be shown that the project is being paid for with money that the department already has in the 2008 budget.

Commissioner Vallad moved to go for request for bid proposals for labor costs for a potential observation deck at Dollar Lake using donated Trex material that came from US Fish and Wildlife. Commissioner Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Hudson, Hyer, LaLone, Zemon-Parker, and Vallad; No: None; Absent: Baker, and Parke. The motion carried by a 5-0 vote.

Commissioner Hyer stated that it is great that the department was able to obtain a donation for this decking.

C. Approval of Request for Bid Proposals for Surveying Portions of the Shiawassee Basin Preserve

Director Tucker stated that as was highlighted in her memo dated June 3, 2008 there have been several issues with the boundaries that have been designated as priority areas. It is her recommendation to have a third party, i.e. a surveying company, identify the property lines.

Commissioner Vallad moved to approve the Request for Bid Proposals for the survey of the boundaries as indicated on the Request for Bid Proposal map listed as the east portion, southeast portion and southwest portion of the Shiawassee Basin Preserve. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Hudson, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Commissioner Vallad clarified that the bids will need to be itemized by the stated portions.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$ 30,811.46 and \$ 400.00 for Trust and Agency. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Hudson, Hyer, LaLone, Parke, Zemon-Parker and Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

The Commission discussed the revised wording for the employee handbook sections titled “Meal Periods” and “Rest Periods”. The revised wording is as follows:

Meal Periods

Employees are eligible to take a meal period if they are scheduled for more than five consecutive hours in a work day. Meal periods are unpaid and to be no longer than one hour long. The office staff lunch period will be between 12:00 pm and 1:00 pm. Meal times for all other maintenance and beach personnel will be assigned according to each Supervisor’s discretion. If an emergency occurs during a meal period break and a staff member is unable to return to work in a timely fashion, that staff member must contact their Supervisor immediately. Meal periods and rest periods can be combined, if the workload permits, at the Director’s discretion. For those employees under 18, Springfield Township Parks and Recreation will adhere to the Youth Employment Standards Act guidelines.

Rest Periods

Employees who work an eight (8) hour day shall receive two (2) fifteen (15) minute paid rest periods. An employee may not use his/her rest period so that he/she may leave early for the day unless prior approval has been given by the Director. Employees who are scheduled to work less than eight hours but more than four hours shall receive one (1) fifteen (15) paid rest period.

Commissioner Vallad moved to approve the meal periods and rest periods as modified. Commissioner Vallad was supported by Commissioner Hudson. Vote on the motion: Yes: Hudson, Hyer, LaLone, Parke, and Vallad; No: None; Absent: Baker, and Zemon-Parker. The motion carried by a 5-0 vote.

B. Shiawassee Basin Preserve Rental Properties Committee

None

C. Non-Profit Community Group Committee

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner LaLone stated that there were 100 people registered for the Headwater Trails annual canoe race that was being held on for May 18, 2008. Out of that number only 40 people showed up the day of the race.

XIII. ADJOURNMENT

Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 9:26 pm. Commissioner Vallad was supported by Commissioner Hudson. Vote on the motion: Yes: Hudson, Hyer, LaLone, Parke and Vallad; No: None; Absent: Baker, and Zemon-Parker. The motion carried by a 5-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission