

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, March 11, 2008**

I. CALL TO ORDER

The March 11, 2008, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:10 p.m. by Chairperson Parke at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Diane Baker
Ron Hudson
Kelly Hyer
Dot LaLone
Rich Parke
Annette Zemon-Parker
Jean Vallad

Staff Present

Casey Reed
Sarah Richmond
Jennifer Tucker

Others Present

None

IV. AGENDA REVISIONS AND APPROVAL

Add "Approval of Floor Waxing Proposal" as item "Q" under the Consent Agenda

Add "Approval of Proposed Broncho Basketball and Holly Hoops Budget" as item "R" under the Consent Agenda

Add "Oakland County Ten Year Strategic Plan" as item "1" under Receipt of Communications

Commissioner Vallad moved to accept the agenda as revised. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: None. The motion carried by a 7-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-February 12, 2008 with Additional Disbursements of \$14,833.32 for Parks & Recreation Fund.
- B. Receipt of Parks & Recreation Activities Report for February

- C. Receipt of Financial Summaries
- D. Receipt of Before Audit January Printouts
- E. Receipt of Approved Township Board Meeting Minutes for January 10, 2008
- F. Receipt of Tentative March Calendar of Events
- G. Receipt of Letter to McLeod USA dated February 21, 2008
- H. Approval of Weed, Fertilizer and Grub Treatment for Athletic Fields
- I. Receipt of Recreation Coordinator's Michigan Park and Recreation Association Conference Report
- J. Receipt of 2007 Annual Highlights
- K. Approval of Photography Bid Proposal for Youth T-ball, Baseball, Softball, Soccer and Basketball
- L. Approval of Uniform Bid Proposal for Youth T-ball, Baseball, Softball and Basketball
- M. Approval of Revised Wording of Medical Insurance Benefits in the Employee Handbook
- N. Receipt of Letter from PAETEC dated February 29, 2008 re: McLeod USA Issues
- O. Receipt of Flyer re: Community Representative Training
- P. Receipt of Township Board Meeting Agenda for March 13, 2008

Receipt of Communication

1.

Commissioner Vallad moved to accept the consent agenda as presented. Commissioner Vallad was supported by Commissioner Hyer. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: None. The motion carried by a 7-0 vote.

VII. OLD BUSINESS

A. Aquatic Weed Management Contracts

Director Tucker distributed an e-mail that she had received from Oakland County Parks on March 11, 2008 that stated that for the 2008 budget year Oakland County Parks would not be able to help with the aquatic weed removal at the Davisburg Mill Pond but they will look at the issue for their 2009 budget year.

In 2007 there was one weed harvest and one chemical treatment that were performed on the Davisburg Mill Pond.

Director Tucker stated that if there were no type of treatment performed on the Davisburg Mill Pond then the invasive plants would begin taking over the pond.

In the 2008 Park Fund budget there are funds for both the chemical treatment and the weed harvesting.

The Park Commission discussed the pros and cons of doing either or both the weed harvesting and chemical treatment.

Commissioner Hyer moved to accept Aqua Weed Control's Bid Proposal in the amount not to exceed \$2,100.00 for the chemical treatment of the seven acres of the Mill Pond as needed. Commissioner Hyer was supported by Commissioner Vallad. Vote on the

motion: Yes: Baker, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: Hudson. The motion carried by a 6-1 vote.

Chairperson Parke moved to award the contract for weed harvesting in the amount not to exceed \$ 2,500.00 to Professional Lake Management contingent upon final approval by the Park Commission being made in May. Chairperson Parke was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: Hudson. The motion carried by a 6-1 vote.

The Park Commission asked that Director Tucker send a follow-up letter to Brittany Bird and/or Dan Stencil of Oakland County Parks to let them know what the Park Commission decided for this year and to seek their advice for next year's harvesting/chemical treatments at the Mill Pond.

B. Approval of Revised Prescribe Burn Policy and Procedure

Director Tucker stated that Chief Oaks and Supervisor Walls have both received the revised Prescribe Burn Policy and Procedure and they are both satisfied with the revisions.

Commissioner LaLone moved to accept the revised Prescribe Burn Policy and Procedure as presented. Commissioner LaLone was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: None. The motion carried by a 7-0 vote.

VIII. NEW BUSINESS

A. Approval of Prescribe Burn Contract

Director Tucker stated that she had contacted Oakland County Purchasing Department about being able to arrange a contract extension in order for Springfield Township Parks and Recreation to take advantage of the pricing that Oakland County receives.

Director Tucker stated that she met with Mr. O'Brien whose property abuts Shiawassee Basin Preserve and is scheduled to be burned this year. When she met with Mr. O'Brien she discussed the fencing project and the prescribe burns. Mr. O'Brien indicated that he is willing to burn his property this year. The Michigan Department of Natural Resource has the Landowner Incentive Program (LIP) grant program that will cover the cost to burn his property.

A total of twenty-two acres will be burned. Out of that acreage thirteen and half acres is the Parks property and eight and half acres is Mr. O'Brien's property.

Director Tucker stated that \$ 10,000.00 is currently in the budget for Natural Resource Management. Director Tucker stated that \$ 3,513.06 would be for the prescribe burn and the remaining would be put toward an invasive species plan. The plan would be contracted out.

Commissioner Vallad moved to hire David Borneman to perform a prescribed burn on the Long Lake southwest burn unit for a net cost not to exceed \$ 3,600.00. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: None. The motion carried by a 7-0 vote.

B. Approval of Request for Bid Proposal for the Continuation of Fence Installation along the Boundary of Shiawassee Basin Preserve

Director Tucker stated that she would like to make one revision to the request for fence installation bid proposal. She would like to add a line requesting pricing for gates. In addition, she informed the Park Commission that she has asked the Oakland County Purchasing Department to see if they had a contractor that they use for fencing. If Oakland County does have a contractor that has a price that is better than what our department receives from the bid proposal's then it may be possible to seek another contract extension through Oakland County.

Commissioner LaLone moved to approve the Request for Bid Proposal for the Continuation of Fence Installation along the Boundary of Shiawassee Basin Preserve. Commissioner LaLone was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: None. The motion carried by a 7-0 vote.

C. Approval of Ballot Language and Budget

Director Tucker stated that a preliminary budget was not necessary for the Township Board according to Clerk Strole; it would only be for the Park Commission's use. Director Tucker stated that staff was still working on the budget.

The Park Commission discussed the ballot language and some revisions that needed to be made.

Chairperson Parke moved to accept the ballot language as revised. Chairperson Parke was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: None. The motion carried by a 7-0 vote.

Commissioner Hyer wanted to clarify that the ballot language would be going to the Township Attorney before it is placed into the Township Board packets.

D. Discussion of Medical Benefit Rider

Director Tucker handed out a revised e-mail from Supervisor Walls regarding the revised rates for medically necessary medicine.

Chairperson Parke stated that to purchase the rider it would cost the Township \$ 400.00 in order for one employee to save \$ 120.00 a year. In his opinion it is not fiscally responsible to do so. Other Park Commissioners agreed.

No action was taken on this matter.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$ 27,742.18 and \$ 150.00 for Trust and Agency. Commissioner Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: None. The motion carried by a 7-0 vote.

B. Approval of Revised Budget Amendment

Expenditure:

Decrease "Commission Personnel" Cost Center by **\$ 2,300.00**

(Decrease "Commissions" line item # 211-750-702.000 by \$ 2,060.00)

[New "Commissions" line item total: \$ 2,940.00]

(Previous line item total: \$5,000.00)

(Decrease "Recording Secretary -Contractual" line item # 211-750-801 by \$ 240.00)

[New "Recording Secretary-Contractual" line item total: \$ 1,760.00]

(Previous "Recording Secretary-Contractual" line item total: \$ 2,000.00)

New "Commission Personnel" Cost Center Total: **\$ 5,490.00**

(Previous "Commission Personnel" Cost Center: \$ 7,790.00)

Increase "Administration Personnel Cost Center by: **\$ 1,525.00**

(Increase "Director Salary" line item # 211-759-702 by \$ 1,575.00)

[New "Director Salary" line item total: \$ 54,075.00]

(Previous "Director Salary" line item total: \$ 52,500.000)

(Increase "Recreation Coordinator" line item # 211-759-703 by \$ 937.00)

[New "Recreation Coordinator" line item total: \$ 32,137.00]

(Previous "Recreation Coordinator" line item total: \$ 31,200.00)

(Increase "Administrative Assistant" line item # 211-759-704 by \$ 1,082.00)

[New "Administrative Assistant" line item total: \$ 37,087.00]

(Previous "Administrative Assistant" line item total: \$ 36,005.00)

(Increase "Office Clerical" line item # 211-759-705 by \$ 453.00)

[New "Office Clerical" line item total: \$ 15,533.00]

(Previous "Office Clerical" line item total: \$ 15,080.00)

(Increase "Employers Social Security" line item # 211-759-715 by \$ 106.00)

[New "Employers Social Security" line item total: \$ 10,621.00]

(Previous "Employers Social Security" line item total \$ 10,515.00)

(Increase "Retirement" line item # 211-759-718 by \$ 52.00)

[New "Retirement" line item total: \$ 5,363.00]

(Previous "Retirement" line item total: \$ 5,311.00)

(Increase "Life Insurance" line item # 211-759-719 by \$ 16.00)
[New "Life Insurance" line item total: \$ 485.00]
(Previous "Life Insurance line item total: \$ 469.00)

(Increase "Disability Insurance" line item # 211-759-721 by \$ 9.00)
[New "Disability Insurance" line item total: \$ 925.00]
(Previous "Disability Insurance" line item total: \$ 916.00)

(Decrease "Contingency" line item # 211-759-980 by \$ 2,705.00)
[New "Contingency" line item total: \$0.00]
(Previous "Contingency" line item total: \$ 2,705.00)

New "Administration Personnel" Cost Center Total: \$ 191,690.00
(Previous "Administration Personnel" Cost Center total: \$ 190,165.00)

Increase "Maintenance Personnel" Cost Center by: \$ 744.00

(Increase "Park Maintenance Supervisor" line item # 211-760-702 by \$ 1,102.00)
[New "Park Maintenance Supervisor" line item total: \$ 38,106.00]
(Previous "Park Maintenance Supervisor" line item total: \$ 37,004.00)

(Increase "Part-Time Maintenance" line item # 211-760-703 by \$ 453.00)
[New "Part-Time Maintenance" line item total: \$ 15,533.00]
(Previous "Part-Time Maintenance" line item total: \$ 15,080.00)

(Increase "Seasonal Maintenance" line item # 211-760-704 by \$ 570.00)
[New "Seasonal Maintenance" line item total: \$ 32,300.00]
(Previous "Seasonal Maintenance" line item total: \$ 31,730.00)

(Increase "Building Custodian" line item # 211-760-705 by \$ 483.00)
[New "Building Custodian" line item total: \$ 16,317.00]
(Previous "Building Custodian" line item total: \$ 15,834.00)

(Increase "Employers Social Security" line item # 211-760-715 by \$ 51.00)
[New "Employers Social Security" line item total: \$ 8,407.00]
(Previous "Employers Social Security" line item total \$ 8,356.00)

(Increase "Retirement" line item # 211-760-718 by \$ 18.00)
[New "Retirement" line item total: \$1,906.00]
(Previous "Retirement" line item total: \$ 1,888.00)

(Increase "Life Insurance" line item # 211-760-719 by \$ 2.00)
[New "Life Insurance" line item total: \$ 147.00]
(Previous "Life Insurance line item total: \$ 145.00)

(Increase "Disability Insurance" line item # 211-760-721 by \$ 2.00)
[New "Disability Insurance" line item total: \$ 286.00]

(Previous "Disability Insurance" line item total: \$ 284.00)

(Decrease "Contingency" line item # 211-760-980 by \$ 1,937.00)

[New "Contingency" line item total: \$ 0.00]

(Previous "Contingency" line item total: \$ 1,937.00)

New "Maintenance Personnel" Cost Center Total: \$ 123,208.00

(Previous "Maintenance Personnel" Cost Center total: \$ 122,464.00)

Increase "Senior Citizen Program" Cost Center by: \$ 31.00

(Increase "Senior Cook" line item # 211-764-702 by \$ 87.00)

[New "Senior Cook" line item total: \$ 2,967.00]

(Previous "Senior Cook" line item total: \$ 2,880.00)

(Increase "Employers Social Security" line item # 211-764-715 by \$ 2.00)

[New "Employers Social Security" line item total: \$ 227.00]

(Previous "Employers Social Security" line item total \$ 225.00)

(Decrease "Contingency" line item # 211-764-980 by \$ 58.00)

[New "Contingency" line item total: \$ 0.00]

(Previous "Contingency" line item total: \$ 58.00)

New "Senior Citizen Program" Cost Center Total: \$ 11,194.00

(Previous "Senior Citizen Program" Cost Center total: \$ 11,163.00)

A. New Expenditure Total: \$ 601,889.00

(Previous Expenditure Total: \$ 601,889.00)

Commissioner Vallad moved to accept the budget amendment as revised. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: None. The motion carried by a 7-0 vote.

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

None

B. Shiawassee Basin Preserve Rental Properties Committee

None

C. Non-Profit Community Group Committee

None

E. Clarkston Leadership Steering Committee

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Hyer explained the Community Representative Training flyer.

Commissioner LaLone stated that it is her understanding that the Master Plan comes up for renewal in 2011, which in her opinion means that the department should begin the process to update it in 2009.

Commissioner Hudson stated that he had voted no on the chemical treatment and weed harvesting for the Davisburg Mill Pond because he feels that the Park Commission should only have approved doing one of the treatments, not both.

Commissioner Baker inquired how the snow removal contractor was doing.

Director Tucker stated that the contractor was doing fine.

Chairperson Parke commented that the basketball program this year had 188 participants and out of that number there was only a couple of parents that were upset. When you look at it in that way it was a very small problem in comparison with the number of participants that were registered for the program. He thanked everyone for their hard work and wanted to let them know that he appreciates it.

XIII. ADJOURNMENT

Commissioner LaLone moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:49 pm. Commissioner LaLone was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, Zemon-Parker, and Vallad; No: None. The motion carried by a 7-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission