

**Springfield Township  
Parks & Recreation Commission Regular Meeting  
Tuesday, April 8, 2008**

**I. CALL TO ORDER**

The April 8, 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**

Ron Hudson  
Kelly Hyer  
Rich Parke  
Annette Zemon-Parker  
Jean Vallad

**Staff Present**

Jennifer Tucker

**Others Present**

Mike Trout  
Donna Clancy  
Pastor Marc Burnet Sr.  
Janice Hagemeister

**IV. AGENDA REVISIONS AND APPROVAL**

Add "Special Joint Meeting Pay for January 29, 2008" as item "D" under the Old Business

Add "Office Hours During Special Events During Operating Hours" as item "C" under New Business

**Commissioner Vallad moved to accept the agenda as revised. Commissioner Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Hudson, Hyer, Parke, Zemon-Parker, and Vallad; No: None; Absent: Baker and LaLone. The motion carried by a 5-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Regular Meeting Minutes-March 11, 2008 with Additional Disbursements of \$11,821.45 for Parks & Recreation Fund and \$ 150.00 for Trust & Agency.
- B. Receipt of Parks & Recreation Activities Report for March
- C. Receipt of Financial Summaries
- D. Receipt of Before Audit February Printouts
- E. Receipt of Approved Township Board Meeting Minutes for February 14, 2008

- F. Receipt of Tentative April Calendar of Events
- G. Receipt of Memo to township Board re: Approval of Proposed Parks and Recreation Fund Budget Amendment dated March 6, 2008
- H. Receipt of Memo to Township Board re: Prescribed Burn Policy and Procedure
- I. Receipt of Young At Heart Active Adults April & May 2008 Newsletter
- J. Receipt of Communication from Josephine Campbell regarding Positive Feedback
- K. Receipt of Letter of Notification of a Prescribed Ecological Burn
- L. Receipt of Township Board Meeting Agenda for April 10, 2008
- M. Receipt of Information from Commissioner LaLone

Receipt of Communication

1.

**Commissioner Vallad moved to accept the consent agenda as presented. Commissioner Vallad was supported by Commissioner Hudson. Vote on the motion: Yes: Hudson, Hyer, Parke, Zemon-Parker, and Vallad; No: None; Absent: Baker and LaLone. The motion carried by a 5-0 vote.**

## **VII. OLD BUSINESS**

### **A. Approval of Shiawassee Basin Fencing Project**

The Park Commission reviewed the three bid proposals that were received and the summary that was compiled by Director Tucker.

Director Tucker indicated that out of the three bid proposals that were received only one, Nationwide Construction Company, met all the bid specifications. In addition, Nationwide Construction Company was also the lowest bidder. Director Tucker stated that the Parks and Recreation Department had also contracted with Nationwide Construction Company in the past. It is for these reasons that Director Tucker recommended to the Park Commission that they contract with Nationwide Construction Company for the Shiawassee Basin Preserve fencing project.

Chairperson Parke inquired if there would be any difficulties identifying where the property borders would be for this project.

Director Tucker stated that there may be a few difficulties. A GPS unit is being used to establish the borders and in addition the contractor will be informed that some sections of the fencing will not be in a perfectly straight line since it is the wish of the department that 100 year old trees not be cut down to complete the project. There are also sections that have already been surveyed since it abuts a development which was surveyed three to four years ago.

Chairperson Parke inquired if the project would begin at the end of the 1000 feet that was installed at the northeast corner of the property in 2007.

Director Tucker stated that would be her recommendation.

Chairperson Parke inquired if the material that had been hauled in by the railroad tracks in the southwest area of the property had been completely installed.

Director Tucker stated that it has not been completely installed. On the bid proposal one of the specifications was to list the cost of just labor to install fencing so one option could be to have the contractor finish installing the fencing in that area.

Director Tucker informed the Commission of three areas that she feels are high priority for the fencing project. They are the following: (1) East Shiawassee on the other side of Eaton Road; (2) behind the residential homes off of Eaton Road; and (3) the west border of the southern section.

In the 2008 Parks and Recreation Fund budget there is \$ 20,000.00 budgeted for the fencing project.

Commissioner Vallad inquired about the difference between option B and option A.

Director Tucker stated that the fencing listed in option B is a lower grade fencing material. The material listed in option A is a higher grade material that would not have to be replaced unless it was damaged.

Commissioner Vallad asked if there was any way to ask the contractor to hold their labor cost listed in option B and have them install the existing material that we already have.

Director Tucker stated that she would meet with the contractor to discuss what the Commission would like to do, what is possible and to discuss the fact that the department already has some materials that they would like to have installed.

Chairperson Parke stated that in his opinion between the two options there is a twenty percent difference for a much more durable fence. He would hate to see the Commission go with option B and by the time the entire fencing project is complete have to already start replacing some sections that were done first because the material had deteriorated.

Director Tucker suggested to the Commission that they compile a priority list for the fencing project. Director Tucker would start at the top and get done what can be completed and then go back to the Commission to review any other sections and the funding.

**Chairperson Parke moved to award the Shiawassee Basin Preserve fencing project to Nationwide Construction Company and authorize the installation of up to 2,000 feet of fencing to be designated by the Parks Director. Further installation will be approved by the Park Commission at future Commission meetings. Chairperson Parke was supported by Commissioner Vallad. Vote on the motion: Yes: Hudson, Hyer, Parke, Zemon-Parker, and Vallad; No: None; Absent: Baker and LaLone. The motion carried by a 5-0 vote.**

## **B. Proposed Ballot Language for the Parks Millage**

**Commissioner Vallad moved to remove the Proposed Ballot Language for the Parks Millage from the meeting agenda for this evening, April 8, 2008. In addition, Commissioner Vallad moved to request that this item be removed from the Township Board agenda from April 10, 2008. Commissioner Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Hudson, Hyer, Parke, Zemon-**

**Parker, and Vallad; No: None; Absent: Baker and LaLone. The motion carried by a 5-0 vote.**

The Commission decided that this was not the optimum time to pursue this matter.

### **C. Approval of the Prescribed Burn Contract**

The Commission reviewed the prescribed burn contract that would be entered into with the contractor for any of the burns that the Parks and Recreation Department may choose to do.

Director Tucker stated that there were a couple of changes that were recommended by Township Attorney, Greg Need that needed to be added to the contract. The changes are as follows: (1) item number five add "within thirty days after the burn assuming satisfactory completion" at the end of the sentence; (2) item number nine add "at least two weeks (ten business days)" in the appropriate blanks in the first sentence.

**Commissioner Vallad moved to accept the Prescribe Burn Contract as presented inclusive with the language that the Township Attorney recommended. In addition that Director Tucker is the Park Commission's designee for signing the contract. Commissioner Vallad was supported by Commissioner Hyer. Vote on the motion: Yes: Hudson, Hyer, Parke, Zemon-Parker, and Vallad; No: None; Absent: Baker and LaLone. The motion carried by a 5-0 vote.**

### **D. Special Joint Meeting Pay for January 29, 2008**

There were several Park Commissioners that expressed their feelings that the Commissioners would address the issue of being paid for any special or joint meeting on a per meeting basis when the budget amendment was made to decrease the Park Commissioner's pay per meeting to cover the increases for the staff.

**Commissioner Vallad moved that the Park Commission not be paid for any special or joint meetings from the beginning of the year to November 12, 2008. Commissioner Vallad was supported by Commissioner Hudson. Vote on the motion: Yes: Hudson, Hyer, Parke, Zemon-Parker, and Vallad; No: None; Absent: Baker and LaLone. The motion carried by a 5-0 vote.**

## **VIII. NEW BUSINESS**

### **A. Approval of Natural Resource Conservation Service Grant including Schedule, Plan and Contract**

Director Tucker stated that the Natural Resource Conservation Service reimbursement program is through the U.S. Department of Agriculture. On Tuesday, April 8, 2008 she met with representatives about the funding and learned that the department's application scored very high and the property is such a pristine ecologically significant jewel that not only is the department's application approved, the state funding limit of \$ 20,000.00 has been lifted. The grant amount that the department will be receiving over the next seven years is \$ 101,662.00.

The funds can be utilized for invasive plant removal and prescribe burning.

Director Tucker informed the Commission that normally with this type of grant recipients are reimbursed anywhere from fifty to eighty percent. Our department will be reimbursed one hundred percent in all but one category. In that one category, which is the area where the fen needs to be reestablished after it had been used for a agricultural area, the department will be reimbursed fifty percent.

**Chairperson Parke moved to approve the Natural Resource Conservation Service grant contract and approve Director Tucker to sign and administer the USDA Natural Resource Conservation Service Wildlife Habitat Improvement Program. In addition approve a letter to justify federal funding to be used on local government grants and request waiving the state limit for WHIP funding. Chairperson Parke was supported by Commissioner Vallad. Vote on the motion: Yes: Hudson, Hyer, Parke, Zemon-Parker, and Vallad; No: None; Absent: Baker and LaLone. The motion carried by a 5-0 vote.**

#### **B. Davisburg Baptist Church Volunteers per request of Commissioner Hudson**

Commissioner Hudson stated that he was informed that Davisburg Baptist Church has a group of volunteers that would like to get involved in the community.

Pastor Burnet stated that there is a group of volunteers from the church that would like to look at the township to see what areas they can use their gifts and abilities in. For example maybe there are projects in the Shiawassee Basin Preserve where they can be of assistance.

The Park Commission expressed that they look forward to working with those volunteers on future projects.

#### **C. Office Hours During Special Events During Operating Hours**

Commissioner Vallad expressed her belief that for those special events and programs where it is necessary to have all staff present during normal office hours that the office should be able to close in those situations.

The policy and procedure committee will be working on a policy for this issue.

### **IX. TREASURER'S REPORT**

#### **A. Bills List**

**Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation total of \$ 23,804.00. Commissioner Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Hudson, Hyer, Parke, Zemon-Parker, and Vallad; No: None; Absent: Baker and LaLone. The motion carried by a 5-0 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**

**Commissioner Vallad moved to remove this item from the agenda. Commissioner Vallad was supported by Commissioner Hudson. Vote on the motion: Yes: Hudson, Hyer, Parke, Zemon-Parker, and Vallad; No: None; Absent: Baker and LaLone. The motion carried by a 5-0 vote.**

**XI. PUBLIC COMMENT**

None

**XII. COMMISSIONER COMMENT**

None

**XIII. ADJOURNMENT**

**Commissioner Zemon-Parker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 9:15 pm. Commissioner Zemon-Parker was supported by Commissioner Vallad. Vote on the motion: Yes: Hudson, Hyer, Parke, Zemon-Parker, and Vallad; No: None; Absent: Baker and LaLone. The motion carried by a 5-0 vote.**

---

Jennifer Tucker, Director of Parks & Recreation

---

Rich Parke, Chairperson of Park Commission