

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, May 13, 2008**

I. CALL TO ORDER

The May 13, 2008 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:18 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
Kelly Hyer
Rich Parke (arrived at 7:24 pm)
Dot LaLone
Jean Vallad

Staff Present

Kim Polomski
Jennifer Tucker

Others Present

Commissioners Absent

Diane Baker with notification
Annette Zemon-Parker with notification

IV. AGENDA REVISIONS AND APPROVAL

Remove New Business Item "B" Winter Office Schedule

This item will be discussed under Policy and Procedure Committee.

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-April 8, 2008 with Additional Disbursements of \$8,556.59 for Parks & Recreation Fund and \$ 296.00 for Trust & Agency.
- B. Receipt of Parks & Recreation Activities Report for April
- C. Receipt of Financial Summaries

- D. Receipt of 2007 Year End General Ledger Reports
- E. Receipt of March 2008 Month End Reports
- F. Receipt of Approved Township Board Meeting Minutes for February 26, 2008
- G. Receipt of Approved Township Board Meeting Minutes for March 13, 2008
- H. Receipt of Tentative May Calendar of Events
- I. Receipt Township Board Agenda for May 8, 2008
- J. Receipt of Financial Summary for the Fall 2007 and 2008 Spring/Summer Brochure as requested

Receipt of Communication

- 1. Receipt of the letter of Waiver of State Fund Limit and Justification to USDA-NRCS
- 2. Memo to Township Board in reference to the 2008 Millage and USDA-NRCS Cost Reimbursement Program
- 3. Receipt of letter from Garry Lee, NRCS State Conservationist accepting the application for \$ 101,662.00

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

VII. OLD BUSINESS

A. Snow Plowing Contract for 2008 Winter Season

At the December 2007 meeting the Park Commission made the decision to wait until the May 2008 meeting to address extending the snow plowing contract for multiple years with Oakview Landscaping Inc.

Director Tucker stated that she would recommend extending the contract with Oakview Landscaping Inc., especially in light of the raising gas prices. Director Tucker stated that she had spoken with Mr. Ward of Oakview Landscaping Inc. and he will be honoring the prices in his original bid.

Commissioner Vallad inquired if Director Tucker was satisfied with the performance of this company.

Director Tucker stated that she was satisfied with their performance.

Chairperson Parke inquired how many years would comprise the contract extension.

Director Tucker stated that the extension would be for three years with a 1.5 percent increase per year.

Commissioner Hyer moved to award Oakview Landscaping Inc. the snow plowing contract through May of 2011 with a 1.5 percent increase per year. Commissioner Hyer was supported by Chairperson Parke. 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. Approval of the Mill Pond Aquatic Harvesting for the 2008 Summer Season

At the March meeting the Park Commission had made the decision to wait until the May 2008 meeting to address the weed harvesting for the Mill Pond.

Director Tucker stated that she would recommend at least one harvesting for the 2008 summer season.

Commissioner Hyer moved to commence with the contract for harvesting by Professional Lake Management for the weed harvesting of the Mill Pond at a cost not to exceed \$ 2,500.00. Commissioner Hyer was supported by Commissioner Vallad. Vote on the motion: Yes: Hyer, Parke and Vallad; No: Hudson and LaLone; Absent: Baker, and Zemon-Parker. The motion carried by a 3-2 vote.

Commissioner LaLone expressed her opinion that harvesting the weeds would not eliminate the algae. In addition she feels that the department needs to work with Oakland County Parks because the bottom of the pond belongs to them and not this department. She knows that Director Tucker has tried to make some type of arrangement with them this year but would like to continue to try and work with them in 2009.

Chairperson Parke stated that perhaps a follow up letter to Oakland County Parks inquiring if they are addressing this issue in their 2009 budget.

VIII. NEW BUSINESS

A. 2009 Parks and Recreation Budget

Director Tucker stated that it is time to begin the 2009 budget process. She wanted to clarify that the process would be continuing in the same fashion as in years past with the addition of a few new items such as the basketball program and a cost center for the USDA grant.

Chairperson Parke would like to see the department focus more attention on community involved projects. These types of projects would not be excessive in cost but would be a great opportunity to get the community involved in the parks system.

Commissioner LaLone feels that more signage in certain areas would be great, especially for the Boy Scout overlook area. In addition a trail to that area would be great as well.

Director Tucker stated that project is slated for the 2008 budget year with the help from Pastor Marc Burnette and several members of the Davisburg Baptist Church.

Commissioner LaLone would like to see something done about improving the tennis and basketball courts.

B. The Michigan Department of Natural Resources Liquidation of Green Lake Bottomlands

Director Tucker stated this month she was notified that the bottom of Green Lake was being appraised and put up for auction. Director Tucker was notified by the Michigan Department of Natural Resources that the property was appraised for \$ 70,000.00.

It was suggested by a representative of the MDNR that the Commission let the property go through the auction process and then if the property does not sell then the Commission may have another opportunity to make arrangements to purchase this property if they are still interested.

At this time it is not necessary for the Commission to do anything about this matter. Director Tucker will keep them apprised of the situation as it develops.

C. Discussion of Employee Reclassification

The Commission discussed Director Tucker's proposal to take several part-time positions and make them one full-time position. There is currently a versatile employee who is handling all the positions.

Chairperson Parke stated that the costs to combine the three positions into one full-time position are minimal. In addition, the department would save time training three new part-time employees and be able to retain our current valuable employee.

Commissioner LaLone moved that in the event of the retirement of the building custodian the Park Commission accepts the new employee reclassification position as presented on May 13, 2008. Commissioner LaLone was supported by Commissioner Vallad. 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.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$ 25,837.38 and \$ 50.00 for Trust and Agency. Commissioner Vallad was supported by Commissioner LaLone. 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.

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

Commissioner Hyer stated the committee had met and discussed several items.

The first is an operational matter dealing with closing the office if all the staff is needed at a special event or program. The Director would have the discretion to close the office, with the proper signage, if it was necessary.

Commissioner LaLone asked if this policy would be tried on a trail basis or was it a permanent procedure.

Commissioner Hyer stated that it would be a permanent procedure.

The second issue was looking at the employees lunch periods. Currently the employees are using their fifteen minute breaks with their half hour unpaid lunch period. Commissioner Hyer is proposing that the lunch hour be changed to one hour unpaid. The employees would still have to work an eight hour day. The employees would clock in and out for lunch and they would be allowed to take up to an hour unpaid lunch. The employees would be able to take their fifteen minute breaks throughout the day.

The third item to be addressed is the office schedule for the time between Christmas and New Year's Day. Commissioner Hyer inquired what the other Commissioners felt about closing the office between Christmas and New Year's Day. If employees would like to work they could but the office would just be closed to the public.

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 Melissa Prowse is no longer going to be the trail coordinator for Oakland County Parks. In addition, Commissioner LaLone informed the Commission that the upcoming weekend was going to the Headwater Trails annual canoe race. There are a 100 people registered for the race.

XIII. ADJOURNMENT

Commissioner LaLone moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:43 pm. Commissioner LaLone 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