

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, September 16, 2008**

I. CALL TO ORDER

The September 16, 2008 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:05 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
Kelly Hyer
Rich Parke
Annette Zemon-Parker
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Judy Hensler
Lisa Sargent
Daryl Wendt
Laura Moreau

Commissioners Absent

Ron Hudson without notification
Dot LaLone with notification

IV. AGENDA REVISIONS AND APPROVAL

Chairperson Parke requested that New Business be moved in front of Old Business and that "2010 Budget" be removed from the agenda.

Add "Budget Amendment Revision" as item "B" under Treasurer's Report.

Commissioner Vallad asked if it would be possible to have on the October Consent Agenda a list of who would be working over the Christmas break.

Commissioner Baker asked if it would be possible to have a list of how much vacation time all the employees have taken and their remaining available time.

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

V. PUBLIC COMMENT

Daryl Wendt, an new incoming Park Commissioner, stated that he is happy to be working with the Park Commission members.

Lisa Sargent, also an incoming Park Commissioner, is looking forward to working with the other Park Commissioner members.

Judy Hensler, the new Township Board Trustee, who was invited to the meeting to learn about the Parks and Recreation Department budget, indicated that she looked forward to working with all of the Parks Commissioners, new and existing.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-August 12, 2008 with Additional Disbursements of \$16,225.69 for Parks & Recreation Fund and \$ 400.00 for Trust & Agency.
 - B. Receipt of Parks & Recreation Activities Report for August
 - C. Receipt of Financial Summaries
 - D. Receipt of Approved Township Board Meeting Minutes for July 10, 2008
 - E. Receipt of Tentative September Calendar of Events
 - F. Receipt of August Budget Printouts
 - G. Receipt of Township Board Agenda for September 11, 2008
 - H. Receipt of Cover Letter for the Centers for Regional Excellence Grant
- 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, Hyer, Parke, Zemon-Parker and Vallad; No: None; Absent: Hudson and LaLone. The motion carried by a 5-0 vote.

VII. NEW BUSINESS

A. Approval of Bid Proposal for the Invasive Plant Management Plan for the Shiawassee Basin Preserve

Director Tucker stated that the Request for Bid Proposal was sent out to nine contractors but only one bid proposal was received by the department.

Director Tucker stated that the bidder that had submitted the bid is a reliable contractor, who should do an excellent job on the project and she has no qualms about working with them.

Director Tucker stated that she checked with the Community Development Block Grant Funds Coordinator to make sure that the contract could be awarded as only one bid was received.

Commissioner Vallad asked if it would be possible to cover more acreage, especially because of the conservation grant that the department just received.

Chairperson Parke stated that he feels that we should stick with the current acreage that is in the bid proposal which is what the department would be able to manage instead of doing a plan for more acreage and then not being able to carry out the plan.

Commissioner Vallad moved to contract with Plant Wise, LLC to perform the Invasive Plant Management Plan for the Shiawassee Basin Preserve for 208 acres at a unit cost not to exceed \$30.60 an acre and a project price not to exceed \$ 6,340.00. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hyer, Parke, Zemon-Parker and Vallad; No: None; Absent: Hudson and LaLone. The motion carried by a 5-0 vote.

VIII. OLD BUSINESS

A. Approval of 2009 Parks and Recreation Fund Budget Request

Chairperson Parke began by explaining to the public present the history of the budget process with the Township Board and his own personal frustration with how the budget meetings have gone.

Chairperson Parke distributed and went over several spreadsheets that he prepared comparing the last several years of budget versus the 2008 and 2009 budget.

The Commission then looked at the revised 2009 budget proposal that was in their meeting packets.

Chairperson Parke moved to make the amendment for the 2009 budget as outlined in Director Tucker's memo dated September 12, 2008. Chairperson Parke was supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Hyer, Parke, Zemon-Parker and Vallad; No: None; Absent: Hudson and LaLone. The motion carried by a 5-0 vote.

Commissioner LaLone though absent from the meeting stated her support of the proposed budget via a conference call.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$ 29,716.56 and \$ 400.00 for Trust and Agency. Commissioner Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Hyer, Parke, Zemon-Parker and Vallad; No: None; Absent: Hudson and LaLone. The motion carried by a 5-0 vote.

B. Revised Budget Amendment

Expenditure:

Increase "Supplies & Equipment-Under \$ 10,000" by \$ 3,000.00

(Increase "Equipment Under \$ 10,000" line item # 211-758-730 by \$ 3,000)

[New "Equipment Under \$ 10,000 line item total: \$ 4,600.00]

(Previous line item total: \$ 1,600.00)

New "Supplies & Equipment-Under \$ 10,000" Cost Center Total: \$ 4,600.00

(Previous "Supplies & Equipment-Under \$ 10,000" Cost Center total: \$ 1,600.00)

Increase "Capital Outlay" Cost Center by \$ 10,165.00

(Increase "SBP" line item # 211-795-976 by \$ 10,165.00)

[New "SBP" line item total: \$ 30,165.00]
(Previous "SBP" line item total: \$ 20,000.00)

New "Capital Outlay" Cost Center Total: \$ 30,165.00
(Previous "Capital Outlay" Cost Center total: \$ 20,000.00)

Decrease "Baseball Program" Cost Center by \$ 3,900.00
(Decrease "Training" line item # 211-765-802 by \$ 1,600.00)
[New "Training" line item total: \$ 400.00]
(Previous "Training" line item total: \$ 2,000.00)

(Decrease "Umpires-Contractual" line item # 211-765-801 by \$ 1,000.00)
[New "Umpires-Contractual" line item total: \$ 2,000.00]
(Previous "Umpires-Contractual" line item total: \$ 3,000.00)

(Decrease "T-ball Equipment" line item # 211-765-729 by \$ 1,300.00)
[New "T-ball Equipment" line item total: \$ 700.00]
(Previous "T-ball Equipment" line item total: \$ 2,000.00)

New "Baseball Program" Cost Center Total: \$ 27,968.00
(Previous "Baseball Program" Cost Center total: \$ 31,868.00)

Decrease "Mill Pond Beach Costs" Cost Center by \$ 1,300.00
(Decrease "Beach Supplies & Equipment" line item # 211-761-755 by \$ 800.00)
[New "Beach Supplies & Equipment" line item total: \$ 0.00]
(Previous "Beach Supplies & Equipment" line item total: \$ 800.00)

(Decrease "Repair & Maintenance Beach" line item # 211-761-930 by \$ 500.00)
[New "Repair & Maintenance Beach" line item total: \$ 0.00]
(Previous "Repair & Maintenance Beach" line item total: \$ 500.00)

New "Mill Pond Beach Costs" Cost Center Total: \$ 0.00
(Previous "Mill Pond Beach Costs" Cost Center total: \$ 1,300.00)

Decrease "Utilities" Cost Center by \$ 1,600.00
(Decrease "SBP Heat" line item # 211-752-923.002 by \$ 1,600.00)
[New "SBP Heat" line item total: \$ 0.00]
(Previous "SBP Heat" line item total: \$ 1,600.00)

New "Utilities" Cost Center Total: \$ 15,400.00
(Previous "Utilities" Cost Center total: \$ 17,000.00)

Decrease "Commission Personnel" Cost Center by \$ 1,760.00
(Decrease "Recording Secretary -Contractual" line item # 211-750-801 by \$ 1,760.00)
[New "Recording Secretary-Contractual" line item total: \$ 0.00]
(Previous "Recording Secretary-Contractual" line item total: \$1,760.00)

New "Commission Personnel" Cost Center Total: \$ 3,730.00
(Previous "Commission Personnel" Cost Center: \$ 5,490.00)

Decrease "Repair & Maintenance" Cost Center by \$ 3,605.00
(Decrease "Repair & Maintenance MPP" line item # 211-754-933 by \$ 1,400.00)
[New "Repair & Maintenance MPP" line item total: \$ 2,700.00]
(Previous "Repair & Maintenance MPP" line item total: \$ 4,100.00)

(Decrease "Repair & Maintenance SBP" line item # 211-754-935 by \$ 2,205.00)
[New "Repair & Maintenance SBP" line item total: \$ 6,620.00]
(Previous "Repair & Maintenance SBP" line item total: \$ 8,825.00)

New "Repair & Maintenance" Cost Center Total: \$ 21,070.00
(Previous "Repair & Maintenance" Cost Center total: \$ 24,675.00)

Decrease "Consultant/Contractor" Cost Center by \$ 1,000.00
(Decrease "Office Equipment & Services" line item # 211-768-810 by \$ 1,000.00
[New "Office Equipment & Services" line item total: \$ 1,250.00]
(Previous "Office Equipment & Services" line item total: \$ 2,250.00)

New "Consultant/Contractor" Cost Center Total: \$ 70,850.00

New Expenditure Total: \$ 601,889.00
(Previous Expenditure Total: \$ 601,889.00)

Commissioner Vallad moved to accept the revised budget amendment dated August 12, 2008 as presented. Commissioner Vallad was supported by Commissioner Hyer. Vote on the motion: Yes: Baker, Hyer, Parke, Zemon-Parker and Vallad; No: None; Absent: Hudson and LaLone. The motion carried by a 5-0 vote.

For clarification the budget amendment had to be corrected due to a cost center having a negative total after an unexpected cost was incurred.

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

None

B. Shiawassee Basin Preserve Rental Properties Committee

None

C. Non-Profit Community Group Committee

None

XI. PUBLIC COMMENT

Daryl Wendt stated that after looking at the current 2008 budget numbers and the other spreadsheets that Chairperson Parke compiled he concurs with the printouts that Chairperson Parke compiled that there will be extra funds from the 2008 budget to be placed in the prior year fund.

Laura Moreau stated that she is looking forward to working with everyone and that she and her family have used the Parks and Recreation Department before. In addition, she feels that Parks and Recreation is a vital service to the community.

XII. COMMISSIONER COMMENT

Commissioner Hyer stated that she really appreciated all the hard work that Chairperson Parke put into preparing the multiple spreadsheets that he supplied to the Park Commission.

Commissioner Vallad also thanked Chairperson Parke. Commissioner Vallad also thanked Director Tucker and Sarah Richmond on the work that they put into preparing the 2009 budget.

Commissioner Baker also thanked Chairperson Parke, Director Tucker and Sarah Richmond for all their hard work. Commissioner Baker also thanked Daryl Wendt, Lisa Sargent, Judy Hensler and Laura Moreau for coming to the meeting.

Chairperson Parke also thanked Daryl Wendt, Lisa Sargent, Judy Hensler and Laura Moreau for coming to the meeting.

XIII. ADJOURNMENT

Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 9:33 pm. Commissioner Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Hyer, Parke, Zemon-Parker and Vallad; No: None; Absent: Hudson and LaLone. The motion carried by a 5-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission