

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, March 8, 2011**

I. CALL TO ORDER

The March 8, 2011 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:35 p.m. by Commissioner Wendt at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Diane Baker
Lisa Christensen
Anne Loncar
Darryl Wendt

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Commissioners Absent

Dot LaLone with notification
Annette Zemon-Parker with notification
Jean Vallad with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "Parks and Facility Maintenance Job Description ~ Specific Requirements" as item "H" under Consent.

Add "Young at "Heart Active Adults March and April Newsletter" as item "I" under Consent.

Add "Friends of the Parks Request" as item "B" under New Business.

Add "Park Maintenance Supervisor Position" as item "C" under New Business.

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –February 15, 2011 with Additional Disbursements of \$2,464.15 for the Parks & Recreation Fund and \$ 150.00 for Trust & Agency
- B. Receipt of Activities Report for February
- C. Receipt of Approved Township Board Meeting Minutes for January 13, 2011
- D. Receipt of Memo re: Returning Contractors for Weed & Feed and Mowing dated 3/1/11
- E. Receipt of Memo re: Returning Contractor for 2011 Uniforms dated 3/1/11
- F. Receipt of Memo re: Returning Photography Contractor for 2011 Athletics dated 3/1/11
- G. Receipt of Letter from Oakland County Parks re: Rotary Park Pedestrian Bridge

Receipt of Communications

1.

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

VII. OLD BUSINESS

A. Discussion of Four Year Budgeting Plan

The Commissioners stated that they will have their own priority list together and e-mailed to the office by March 22, 2011.

Commissioner Baker moved to table this discussion until the April meeting. Commissioner Baker was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Loncar and Wendt; No: None; Absent: LaLone, Zemon-Parker, and Vallad. The motion carried by a 4-0 vote.

B. Codification Language Clarification

Director Tucker stated that she had spoken with the Township Attorney Greg Need to seek clarification on allowing people to campaign on park property. At this time she has not received the requested information. Once the information is received Director Tucker will place it on the agenda.

C. Discussion of Repairs to the Hart Community Center

Director Tucker distributed a memo clarifying the two bids that were received. Director Tucker recommended hiring Connelly Masonry based on the clarification.

Commissioner Wendt moved to award the Hart Community Center repair bid to Connelly Masonry for \$ 2,075.00 for crack repair and an additional \$ 400.00 for the repair of two pilasters for a total not to exceed \$ 2,475.00. Commissioner Wendt was supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Christensen, Loncar and Wendt; No: None; Absent: LaLone, Zemon-Parker, and Vallad. The motion carried by a 4-0 vote.

D. Prescribed Burn Unit

At the February meeting Director Tucker had reviewed the burn proposal, which was for an eight acre burn. This evening Director Tucker handed out a schedule for grant reimbursement for the prescribed burn. The schedule would allow for the burning of the south central unit, the lower west and the lower east unit. By doing these multiple burns the department would be able to receive a lower per unit price.

Commissioner Wendt moved to approve Director Tucker to contract for the prescribed burn based on the update information in the amount of \$ 7,875.00. Commissioner Wendt was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Loncar and Wendt; No: None; Absent: LaLone, Zemon-Parker, and Vallad. The motion carried by a 4-0 vote.

VIII. NEW BUSINESS

A. Approval of Request for Bid Proposal for Excavation of Playscape Safety Area

Director Tucker stated that she had met with an excavator to have them look at the grade of the site for the playscape to see how much earth would have to be moved to level the area.

Director Tucker stated that along with having the contractor look at the bulldozer work, she had them look at removing an old foundation that is in the area near where the playscape would be going.

Director Tucker stated that the contractor was one the Department has worked with in the past. The contractor has offered to excavate the playscape area, at a depth of fifteen inches and bulldoze it flat for \$ 500.00, removal and disposal of the old foundation for \$ 500.00 and would be willing to volunteer time to help with moving the pea stone into the area.

Director Tucker stated that the amount of pea stone that is going to be needed will cost \$1,500.00.

Commissioner Baker moved to approve Gordon Excavating per their proposal to perform the excavating of the playscape area and the removal of the old foundation at a price of \$1,000.00. In addition, the Park Commission approves Director Tucker to purchase the tiling and pea stone for the area at a price not to exceed \$ 1,500.00. The Park Commission also accepts Gordon Excavating offer to volunteer their time to move and spread the pea stone. Commissioner Baker was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, Loncar and Wendt; No: None; Absent: LaLone, Zemon-Parker, and Vallad. The motion carried by a 4-0 vote.

Further Discussion:

The Park Commission discussed the location of the playsape. The playscape will be in the open area near the pavilion on the east side. Director Tucker stated that she will be looking into getting "Children at play" signs for around the playscape.

B. Friends of the Parks Request

Director Tucker stated that at the last Friends of the Parks meeting, the Friends discussed that they wanted to approach the Park Commission about a proposal where the group would hand out two \$1.00 coupons that could be used at a Parks and Recreation program or event or a Friends of the Parks event to their new members.

After some discussion, the Park Commission agreed to the proposal.

Commissioner Wendt moved to accept request from Friends of Parks to hand out two \$ 1.00 coupons to new members. Commissioner Wendt was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Loncar and Wendt; No: None; Absent: LaLone, Zemon-Parker, and Vallad. The motion carried by a 4-0 vote.

C. Park Maintenance Supervisor Position

Director Tucker informed the Park Commission that the Park Maintenance Supervisor position is now vacant since the previous employee resigned his position with the Department on Monday, March 7, 2011.

Director Tucker stated that she would like to receive permission to advertise for this position using the current job description but then have the Park Commission approve a revised job description at the April Park Commission meeting.

Director Tucker stated she will need to know what hourly wage the Park Commission would like her to put in the job posting.

After much discussion, it was decided that Director Tucker should post the wage as starting at \$15.00 an hour.

Commissioner Wendt moved to allow Director Tucker to start advertising for the Park Maintenance Supervisor position with a starting hourly rate at \$ 15.00 an hour using the current job description. Commissioner Wendt was supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Christensen, Loncar and Wendt; No: None; Absent: LaLone, Zemon-Parker, and Vallad. The motion carried by a 4-0 vote.

X. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 24,514.57 and Trust and Agency at \$ 300.00. Commissioner Christensen was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, Loncar and Wendt; No: None; Absent: LaLone, Zemon-Parker, and Vallad. The motion carried by a 4-0 vote.

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

None

XIII. ADJOURNMENT

Commissioner Loncar moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 7:27 pm. Commissioner Loncar was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, Loncar and Wendt; No: None; Absent: LaLone, Zemon-Parker, and Vallad. The motion carried by a 4-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission