

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, April 12, 2011**

I. CALL TO ORDER

The April 12, 2011 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:37 p.m. by Chairperson Vallad at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Diane Baker
Dot LaLone
Anne Loncar
Jean Vallad
Darryl Wendt

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Judy Hensler
Pat Land
Nancy Strole

Commissioners Absent

Lisa Christensen with notification
Annette Zemon-Parker with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "March Budget Printouts" as item "J" under Consent.

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –March 8, 2011 with Additional Disbursements of \$17,690.80 for the Parks & Recreation Fund and \$ 150.00 for Trust & Agency
- B. Receipt of Activities Report for March
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for February 10, 2011
- E. Receipt of Before Audit February Budget Printouts

- F. Receipt of After Audit December Budget Printouts
 - G. Receipt of Spring Clean Up Day Flyer
 - H. Receipt of Davisburg Beautification Day Information
 - I. Receipt of Live and Let Live: People and the Eastern Massasauga Rattlesnake Brochure
- Receipt of Communications

1.

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

VII. OLD BUSINESS

A. Discussion of Four Year Budgeting Plan

In order to help the discussion along, Director Tucker posted on the peg board a combined priority lists for the Park Commission to view and indicate which items they felt were high priorities.

After a lengthy discussion, the Park Commission requested Director Tucker get prices on the following items:

- RecPro Software
- Computer towers
- Furnaces for the Hart Community Center
- Trails
- Installation of playground equipment at Shultz Park
- Parking lot at Shiawassee Basin Preserve
- Water softener for the Hart Community Center
- Slop sink for the Hart Community Center
- Truck
- Utility vehicle
- Generator for the Hart Community Center

The Park Commission decided that after they receive the price estimates for these items then they would be able to assign them to years within the four year budget plan.

B. Codification Language Clarification

The Park Commission reviewed Attorney Need's clarification on solicitation in the parks.

Chairperson Vallad moved to adopt the ordinance language per Attorney Need's memo dated April 5, 2011. Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen, and Zemon-Parker. The motion carried by a 5-0 vote.

C. Office Space Update

Director Tucker gave a report of the meeting that was held between Township Supervisor Trout, Township Treasurer Dubre, Trustee Hooper, Chairperson Vallad, Commissioners Baker and

Wendt, along with Casey Reed, Recreation Coordinator, and Sarah Richmond, Administrative Assistant and herself.

At the meeting the staff presented scale model of the office to demonstrate where the furniture is currently and how we utilize our space and provide customer service in the area. Also discussed at the meeting was the storage that the Department utilized in the Township's short-term and long-term areas, how many staff members currently work in the office area and how many will in the future. The storage at the Hart Community Center and Mill Pond Park garage was also discussed.

The Township Board representatives, at that meeting, had indicated that they would like to see us utilize our space more efficiently so that items the Department are working on would be out of the public view. They felt that if the layout was changed to be more efficient then additional square footage would not be necessary. It was stated that the Department should work with Mike Forst, Civic Center Property Manager, and a representative from an office furniture company to investigate different options on how the desks could be arranged and adding additional storage space.

Mrs. Richmond, Mrs. Reed, and Mr. Forst meet with the furniture representative on Monday, April 4, 2011. The representative put together some layout suggestions for the space. The layouts were passed around so that the Commission could review them.

This matter will now be going to the Township Board for their approval of office space options.

VIII. NEW BUSINESS

A. Approval of Bid Proposal for Mechanical Weed Harvesting for the Davisburg Mill Pond

Chairperson Vallad moved to hire Aqua Weed Control for a one time mechanical weed harvesting of the Mill Pond at a cost not to exceed \$ 2,775.00. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen, and Zemon-Parker. The motion carried by a 5-0 vote.

B. Park Maintenance Supervisor Job Description

Director Tucker passed out the revised Park Maintenance Supervisor Job Description for the Park Commission's review.

The Commission stated they wanted to have the posting for the position on both the Township website and cable station.

Commissioner Loncar wanted to know how long the posting would be open.

Director Tucker stated that it would remain open until we find a candidate. Also she would like to begin the interviews by the end of the month, with at least two rounds of interviews. Director Tucker stated that she would like to have an interview panel.

Chairperson Vallad moved to have Director Tucker post the Park Maintenance Supervisor position using the job description dated April 12, 2011 starting at \$ 15.00 per hour.

Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen, and Zemon-Parker. The motion carried by a 5-0 vote.

X. TREASURER'S REPORT

A. Bills List

Commissioner Wendt moved to approve payment of the bills as follows: Parks and Recreation at \$ 23,582.33 and Trust and Agency at \$ 150.00. Commissioner Wendt was supported by Commissioner Baker. Vote on the motion: Yes: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen, and Zemon-Parker. The motion carried by a 5-0 vote.

XI. COMMITTEE REPORTS

A. Policy & Procedure

None

XII. PUBLIC COMMENT

Nancy Strole stated that the Friends committee that was supposed to walk the northern part of the Shiawassee Basin Preserve would like to reschedule the walk now that the weather is better.

XIII. COMMISSIONER COMMENT

Commissioner Loncar stated that she had attended the prescribed burn and she felt it was well done and very interesting to watch.

Commissioner Baker stated that she is excited about having the millage dollars available and looking forward to getting the priority lists together to create more opportunities for park involvement by the constituents.

Commissioner Wendt stated that you could definitely see the smoke from the prescribed burn on a clear day from a ways a way.

IVX. ADJOURNMENT

Commissioner Wendt moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:24 pm. Commissioner Wendt was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen, and Zemon-Parker. The motion carried by a 5-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission