

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, August 9, 2011**

I. CALL TO ORDER

The August 9, 2011 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:36 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

Lisa Christensen
Dot LaLone
Anne Loncar
Annette Zemon-Parker
Jean Vallad
Darryl Wendt

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Commissioners Absent

Diane Baker with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "2012 Parks Fund Budget" as item "A" under Old Business

Commissioner LaLone moved to accept the agenda as revised. Commissioner LaLone was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –July 12, 2011 with Additional Disbursements of \$13,564.71 for the Parks & Recreation Fund and \$ 925.00 for Trust & Agency
- B. Receipt of Activities Report for July
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for June 9, 2011

- E. Receipt of Approved Township Board Meeting Minutes for June 16, 2011
- F. Approval of Parks and Facility Maintenance/Hart Community Center Food Service Manager Job Description
- G. Approval of Part-time Ranger Job Description
 - Receipt of Communications
 - 1. Receipt of Memo to Township Board dated July 15, 2011 re: 2012 Parks and Recreation Fund Budget Request

The Commission made a few minor grammatical changes to the Parks and Facility Maintenance/Hart Community Center Food Service Manager Job Description and the Part-time Ranger Job Description.

Chairperson Vallad moved to accept the consent agenda as revised. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

VII. OLD BUSINESS

A. 2012 Park Fund Budget

Chairperson Vallad stated that after the July Park Commission meeting, the staff doubled checked the budget numbers and found a correction to the budget. This correction would take the expenditure total from \$ 619,074.00 to \$ 619,062.00.

Chairperson Vallad also stated that after the last meeting, it was brought to the Department's attention that under the personnel cost center there needs to be an amount budgeted for accrued compensatory time. This would affect both the Administrative Personnel Cost Center and the Maintenance Personnel Cost Center. There needs to be \$ 4,632.00 budgeted in the Administrative Personnel Cost Center and \$ 1,240.00 budgeted in the Maintenance Personnel Cost Center. This would bring the new expenditure total to \$ 624,934.00.

After further discussion, the Park Commission decided to off set the additional expense by increasing the Prior Year Fund by \$ 5,872.00 for a new Prior Year Fund total of \$ 16,708.00.

Chairperson Vallad moved to approve the 2012 Park Fund Budget with revisions. The new Revenue and Expenditure totals are \$ 624,934.00. Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Further Discussion:

The addition of \$ 5,872.00 to the Prior Year Fund line item will change that line from \$10,836.00 to \$16,708.00.

VIII. NEW BUSINESS

A. 2012 Wilderness Budget

Director Tucker stated that it was her suggestion that the 2012 Wilderness Estate Property Budget mirror the 2011 budget because there currently is not a plan in place for that park since the property is so new to the Department.

Chairperson Vallad moved to accept the 2012 Wilderness Estate Property Budget with a total Revenue and Expenditure of \$ 0.00. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

B. Approval of Shultz Park Bid Proposal

Director Tucker reviewed the changes to the Request for Bid Proposal which included adding approximate square footage and the depth of the gravel.

Director Tucker reviewed the map she provided to the Commission that evening which highlighted all three of the options that were listed in the Request for Bid Proposal.

After further discussion, the Park Commission wanted to add a fourth option which could possibly add additional parking behind the Pee-Wee field.

Director Tucker stated that her concern with that fourth option is that it would require an extensive amount of fill dirt which can be expensive. That area has a frequent issue with flooding.

Director Tucker stated that once the additional parking has been added then it may be possible to re-align the Pee-Wee field, which would make the field bigger so that it could be used by a more diverse age range. Director Tucker also stated that it would be great to have the additional parking done in time for the Heritage Festival.

Chairperson Vallad stated that she understands the need for additional parking but she does not want to rush this project and she would be alright with not starting it until after the Heritage Festival.

Chairperson Vallad moved to authorize Director Tucker to go out for Bid Proposals for the Shultz Park driveway and parking lot installation with options one, two and three as presented. The Commission would also like the addition of a fourth option which would add more parking north of the Pee-Wee field. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

C. Discussion of Snow Plowing

Director Tucker went over the proposed Snow Plowing Plan. The Plan is comprised of the current Township Plan but updated to include all of the Parks and Recreation snow removal needs.

The Park Commission discussed the Plan and the proposed costs.

Chairperson Vallad moved to authorize Director Tucker to pursue the Snow Plowing Plan with the Township, which will include the Civic Center, Cemetery, Fire Departments and all of the Park properties. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: LaLone; Absent: Baker. The motion carried by a 5-1 vote.

Further Discussion:

Commissioner LaLone stated that she has great reservations about the Department performing the snow removal in house due to employee staff time and the amount of time they will have to put into it.

Chairperson Vallad would like to have Director Tucker bring to the Park Commission her suggestions as to where to find the funds to purchase a salt spreader and salt.

X. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 29,765.00, Trust and Agency at \$ 400.00 and Wilderness Property at \$275.00. Commissioner Christensen was supported by Commissioner Loncar. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

XI. COMMITTEE REPORTS

A. Policy & Procedure

None

XII. PUBLIC COMMENT

Director Tucker informed the Park Commission that Americorp team of volunteers is no longer coming to assist in invasive plant removal because they were called back to Missouri for disaster relief. Staff has been very busy with swallow wort removal. Director Tucker stated that she has been contacting community groups seeking their help in the removal of the swallow wort.

Director Tucker also stated that if anyone was interested the Department would be painting the tennis courts next week in preparation of the tennis and basketball courts being installed.

XIII. COMMISSIONER COMMENT

Commissioner Loncar stated that the Farmers' Market is really nice and she feels the Department has done a great job on it.

Commissioner LaLone stated that she is not happy with what she feels are the park entrance gates being open all weekend long. She thought that this problem had been addressed. She

also stated that she had a problem with the gates not being closed until 11:00 pm at night during the week when they are supposed to be closed at dusk.

Commissioner Wendt stated that he has witnessed the gates being left opened too.

Director Tucker stated that if anyone witnesses the gates being left open please contact her with dates and times so she can figure out what is exactly going on.

Chairperson Vallad stated that she too has been enjoying the Farmers' Market.

IVX. ADJOURNMENT

Commissioner Wendt moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 7:57 pm. Commissioner Wendt was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad, and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission