

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, September 13, 2011**

I. CALL TO ORDER

The September 13, 2011 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:00 p.m. by Chairperson Vallad at Shultz Park, 8045 Dilley Road, Davisburg, Michigan 48350.

The Park Commission reviewed Shultz Park for the parking lot options.

Chairperson Vallad moved to take a ten minute break to reconvene at the Springfield Township Civic Center at 6:30 p.m. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Diane Baker
Lisa Christensen
Dot LaLone
Anne Loncar
Jean Vallad
Darryl Wendt

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Judy Hensler
Lucy Moreau
Pete Moreau

Commissioners Absent

Annette Zemon-Parker with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "August Budget Printouts" as item "L" under Consent

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

V. PUBLIC COMMENT

Judy Hensler wanted the Park Commission to know that the basketball and tennis courts look beautiful.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –August 9, 2011 with Additional Disbursements of \$20,398.28 for the Parks & Recreation Fund and \$ 500.00 for Trust & Agency
- B. Receipt of Activities Report for August
- C. Receipt of Budget Printouts for July
- D. Receipt of Approved Township Board Meeting Minutes for July 7, 2011 Special Meeting
- E. Receipt of Approved Township Board Meeting Minutes for July 14, 2011 Special Meeting
- F. Receipt of Approved Township Board Meeting Minutes for July 14, 2011 Regular Meeting
- G. Receipt of Approved Township Board Meeting Minutes for July 19, 2011 Special Meeting
- H. Receipt of Approved Township Board Meeting Minutes for July 25, 2011 Special Meeting
- I. Receipt of Young At Heart Active Adult September & October Newsletter
- J. Receipt of Snow Removal Plan
- K. Receipt of Memo dated September 7, 2011 re: Approval of Attendance at MRPA Board Business Sessions

Receipt of Communications

- 1. Receipt of Memo to Township Board dated August 29, 2011 re: 2012 Parks and Recreation Fund Budget and 2012 Wilderness Budget

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

VII. OLD BUSINESS

A. Schedule Meeting Date for the Community Focus for Master Plan

Director Tucker had e-mailed the Park Commission with potential dates for the meeting.

After further discussion the Park Commission decided the Community Focus meeting would be on Thursday, October 6, 2011 at 7:00 pm in the Civic Center upper level conference room.

VIII. NEW BUSINESS

A. Discussion of Purchasing Salt Spreader and Salt for 2011/2012 season

Director Tucker stated that the Township Board has not discussed the snow plowing plan yet, and they will not discuss the matter until their October meeting. Director Tucker stated that this partnership would be positive for the Township overall.

Director Tucker stated that she does have a snow removal contractor that can be used in case there are any problems. The snow removal contractor will be the company that the Parks Department has used for the last few seasons.

Director Tucker would like the Park Commission to approve the budget amendment that was included in their packets, which would cover either a salt spreader if necessary or a new snow blower. In addition, the amendment covers the cost of 3 and half tons of salt. Director Tucker stated that the amount of salt to be purchased came from a recommendation from the Civic Center Property Manager, Mike Forst.

Commissioner Loncar wanted to know what would happen with Park Maintenance Supervisor, Pete Medor's work schedule.

Director Tucker stated that it is her intention to flex his schedule as much as possible.

Chairperson Vallad moved to purchase a salt spreader or snow blower, whichever is necessary and approve the budget amendment as it is presented in the memo dated September 7, 2011, which would decrease the Baseball Cost Center by \$ 2,500.00 and increase the Facilities Operational Supplies Cost Center by \$ 1,100.00 and increase the Supplies and Equipment Under \$ 10,000 Cost Center by \$ 1,400.00. The amendment would not change the revenue or expenditure totals. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

B. Discussion of Shultz Park Parking Lot Bids

The Park Commission met at Shultz Park to look at the four different options that were bid out for the parking lot.

Director Tucker stated that after the meeting with the Township Clerk and the excavators who bid on the project, another option for solving the parking issues was presented. In her opinion a better plan may be to take out the pee-wee field and make a new parking lot there and then adding either one or two fields at the Shiawassee Basin Preserve. The Road Commission would need to be contacted about adding an additional possible entrance to Shultz Park.

Chairperson Vallad stated that a special meeting may be necessary once all the information has been obtained so that the Park Commission can move forward on a new plan.

Chairperson Vallad moved to go out for bids for a parking lot at Shultz Park, one or two fields at Shiawassee Basin Preserve and expand the parking at Shiawassee Basin Preserve. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

C. Approval of Automatic Door Bids

Director Tucker stated that this project is funded through Community Development Block Grant Funds. There is currently \$ 7,680.00 in the budget. This project is for not only the Parks entrance doors but also the NOHLC entrance.

There were two bidders that submitted bids. Director Tucker and Mike Forst, Civic Center Property Manager, met with both KVM Door Systems, Inc and Stanley Access Technologies on Tuesday, September 13, 2011 to review their bids.

Stanley Access Technologies is the lowest bidder that meets the bid specifications and in fact in some aspects they exceeded specifications.

Director Tucker and Mr. Forst both agreed they would recommend Stanley Access Technologies LLC.

Commissioner Wendt moved to award the bid to Stanley Access Technologies LLC for the ADA compliant doors meeting the specification for the Parks and Recreation and NOHLC doors at a cost not to exceed \$ 7,680.00 to be reimbursed by CDBG. Commissioner Wendt was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

D. Heritage Festival –Update

Director Tucker gave the Park Commission a presentation on everything that is going on with the 2011 Heritage Festival.

Director Tucker also sent around a sheet for the Park Commission to sign up to volunteer for the event if they are available.

E. Upcoming Potential 2011 Budget Amendments

Director Tucker has included in the Commission packets an e-mail from Township Treasurer Dubre where she had highlighted some lines that were over budget in the Parks Budget. Director Tucker stated, while there may be a few lines that are over budget, the cost centers are all fine.

Director Tucker stated that there may be some cost centers that will need to be amended, however that will not be known until some of the invoices are paid.

Director Tucker is recommending that a budget amendment be written for either October or November.

The Park Commission agreed that that was an acceptable plan.

X. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 23,598.92 and Trust and Agency at \$ 150.00. Commissioner Christensen was supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

XI. COMMITTEE REPORTS

A. Policy & Procedure

None

XII. PUBLIC COMMENT

Director Tucker stated that the Divine Mercy Knights of Columbus will be helping remove swallow wort at Davisburg and Dixie Highway on Thursday, September 15, 2011.

XIII. COMMISSIONER COMMENT

Commissioner Loncar stressed that the Department needs all the help they can get for the Heritage Festival. Also she would like to know if the Park Commission wants to enter a scarecrow in the Scarecrow Contest.

Commissioner Loncar, Baker and Christensen agreed to help with the scarecrow.

Commissioner LaLone stated that she will be out of town for the Heritage Festival.

IVX. ADJOURNMENT

Commissioner Wendt moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:00 pm. Commissioner Wendt was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission