

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, November 8, 2005**

I. CALL TO ORDER

The November 8, 2005, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:03 p.m. by Chairperson Hudson at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Diane Baker
Pat Deweese
Ron Hudson
Kelly Hyer
Dot LaLone
Rich Parke
Jean Vallad

Staff Present

Verlin Cook
Sarah Richmond
Jennifer Tucker

Others Present

Robert Brauer
Lorne Termarch, LA Electric
Collin Walls

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as presented. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

V. PUBLIC COMMENT

Mr. Termarch stated that he had done a lot of work for Parks and Recreation in the past and yet never received an invitation to bid on the multi-purpose facility. In addition, he requested that when Parks and Recreation plans future projects that they attempt to invite local companies to bid on the projects.

Director Tucker confirmed that Mr. Termarch had been extremely helpful in the past and that she appreciated his efforts.

The Park Commission apologized for the oversight. In addition, L.A. Electric would be contacted and requested to submit a bid for any future electrical projects.

Mr. Brauer thanked the Park Commission for allowing his family to live in the large rental house. He suggested that the Park Commission turn the building into an outdoor recreation facility. He indicated that he was a master educator and would be willing to set up educational programs.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes – October 11, 2005 with Additional Disbursements of \$6,395.95 for Parks and Recreation Fund; \$46,014.94 for Shiawassee Basin Preserve Fund and \$600.00 for Trust & Agency.
- B. Receipt of Director's Report for October with Financial Summaries
- C. Receipt of September Budget Printouts
- D. Receipt of Township Board Meeting Minutes for August 25, 2005, September 8, 2005 Special and Regular Meeting Minutes
- E. Receipt of October Calendar of Events
- F. Approval of IRS Mileage Reimbursement
- G. Receipt of YAH November/December Newsletter

Receipt of Communications

- 1. Memo from Township Supervisor Walls re: Jennifer Tucker's return
- 2. Receipt of Memo from Township Supervisor Walls to Recreation Coordinator re: Family and Medical Leave Act

Commissioner Vallad moved to accept the consent agenda with the exception of the mileage reimbursement item with total additional disbursements in the amount of \$6,395.95 for the Parks and Recreation Fund, \$46,014.94 for Shiawassee Basin Preserve Fund; and \$600.00 for Trust & Agency. The new mileage reimbursement policy will instead be effective November 1, 2005. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

VII. OLD BUSINESS

A. Record Keeping & Compensatory Time for Employees

Director Tucker reviewed the laws with regard to overtime and compensatory time with the Park Commission. Any time worked over 40 hours is to be paid or given as compensatory time at time and one half. Compensatory time can be accrued up to 240 hours. These laws apply to non-exempt employees.

B. Shiawassee Basin Preserve Multipurpose Facility Project

Commissioner LaLone reviewed the status of the multipurpose facility. In addition, Commissioner LaLone reviewed the time line for the completion of the facility. The facility is to be completed in two weeks.

C. Spending Freeze for the Department

Commissioner Parke reviewed the history of the spending freeze for Parks and Recreation.

Commissioner Vallad was concerned about the decisions that Director Tucker and the Park Commission were making with regard to spending. Commissioner Vallad was particularly concerned with the fact that Parks and Recreation soon might not have the luxury of depending on their prior year fund for over/unexpected spending as they have in the past.

Commissioner Parke stated that he felt that, currently, Director Tucker has been making wise decisions with regard to authorizing minor spending amounts.

Commissioner Hyer suggested that the answer to Parks and Recreation's lack of funds was not to stop spending, but to seek out more opportunities for fund raising.

Commissioner Parke stated that he felt that the Parks and Recreation budget is being managed properly. Therefore, there are not any issues to be concerned about at this time.

Commissioner Vallad moved to lift the spending freeze for the Parks and Recreation Department. Commissioner Vallad was supported by Commissioner Parke. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, Parke, Vallad. No: LaLone. The motion carried by 6-1 vote.

Commissioner Parke reiterated that he had the utmost confidence in the Parks and Recreation staff. Therefore, he had no doubt that Parks and Recreation's limited funds would be spent wisely.

D. Rental of 8621 Eaton Road

Mr. and Mrs. Brauer had sent a letter to Director Tucker informing her that they had vacated the property effective October 31st. The property is no longer being rented. If the property passes Parks and Recreation's inspection the security deposit will be returned.

Mr. Brauer offered to continue to occupy the house about 60% of the time in order to protect the house from vandalism.

E. Rental Property Options

The Park Commission received information from Greg Need informing them that the Michigan Department of Natural Resources could not legally require them stop renting out the properties in the Shiawassee Basin Preserve.

Commissioner Parke recommended that Parks and Recreation hire a ranger and require the ranger to live in the large rental house. In addition, Commissioner Parke suggested that Parks and Recreation make every effort to find appropriate property to exchange for the small rental house to be considered for conversion by MDNR and, therefore, releasing the small rental house from any MDNR stipulations.

Commissioner Parke also suggested that the Park Commission contact the MDNR and let them know that, after consulting with an attorney, Parks and Recreation did not agree that the rental of the properties must be terminated. However, Parks and Recreation appreciated the good relationship that they have had in the past and would not be interested in causing damage to this relationship. Therefore, Parks and Recreation has elected to terminate the leases of the two properties or find an acceptable solution. The large rental home is to be used to house a park ranger and that Parks and Recreation would actively seek property to use for conversion for the small rental house. The MDNR would be informed at the time that this replacement property had been located.

Supervisor Walls suggested that a job description be completed for the park ranger.

Commissioner Parke moved that Parks and Recreation take the necessary steps to hire a park ranger. This park ranger will be required to live in the large house formerly used as a rental property. Parks and Recreation shall begin an immediate search for this candidate. In addition, Director Tucker will have a park ranger job description prepared to give to the MDNR by January 15, 2006. Commissioner Parke was supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

Commissioner Parke moved that Parks and Recreation take the necessary steps to seek out an appropriate property to exchange for the small rental house and/or seek other alternative and appropriate uses for the property. Commissioner Parke was supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

Commissioner Parke moved that Parks and Recreation contact the MDNR and let them know that after consulting with an attorney, Parks and Recreation did not agree that the rental of the properties must be terminated. However, Parks and Recreation appreciated the good relationship that they have had in the past and would not be interested in causing damage to this relationship. Therefore, Parks and Recreation has elected to terminate the leases of the two properties or find an acceptable solution. The large rental home shall be used to house a park ranger and Parks and Recreation would actively seek appropriate property to use for conversion for the small rental

house or find some other acceptable and/or alternate use. The MDNR will be informed as progress towards these objectives is reached. The above letter is to be approved by the Township Supervisor and Township attorney. Commissioner Parke was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

Commissioner Parke moved to allow the Brauer's to remain as caretakers of the large rental home until the end of firearm season or until a ranger is hired to move into the home. The Brauer's may not occupy the home any later than November 30, 2005. Commissioner Parke was supported by Commissioner Hyer. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, Parke, Vallad. No: LaLone, Vallad. The motion carried by 5-2 vote.

F. Rental Rates for the Hart Community Center and Pavilions for 2006

Commissioner Vallad expressed concern that the Hart Community Center rental revenues were down for 2005. She was concerned that increasing the rental rate would further decrease revenue in this area.

Commissioner Parke did not feel that raising the rental rates by \$50.00 would impact usage and would increase revenues. In addition, the Hart Community Center was still less expensive to rent than other facilities in the area.

Director Tucker indicated that Hart Community Center rentals involved a great deal of staff time with opening and closing of the facility.

Commissioner Vallad moved to raise the 2006 rental rates for the pavilions from \$60.00 to \$70.00 for residents and from \$80.00 to \$90.00 for non-residents. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

Commissioner Vallad moved to keep the rental rates for the Hart Community Center the same for 2006. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Hyer, LaLone, Vallad. No: Baker, Deweese, Hudson, Parke. The motion did not carry by 3-4 vote.

Commissioner Parke indicated that he did not feel that the rental rate was the reason for the decline in Hart Community Center rentals.

Commissioner Parke moved to raise the 2006 rental rates for the Hart Community Center from \$200.00 to \$250.00 for residents and from \$300.00 to \$350.00 for non-residents. The rental rate will decrease by \$50.00 for any renters that rent the facility repeatedly within the same calendar year. Commissioner Parke was supported by Commissioner Baker. Vote on the

motion: Yes: Baker, Deweese, Hudson, Parke. No: Hyer, LaLone, Vallad. The motion carried by 4-3 vote.

VIII. NEW BUSINESS

A. Presentation of Friend of 4-H Award

Director Tucker presented the plaque that was given to Parks and Recreation from 4-H to the Parks and Recreation Department.

B. New Baseball and Softball Program

Commissioner Vallad moved to table the discussion of the New Baseball and Softball Program until the regularly scheduled December meeting. Commissioner Vallad was supported by Commissioner Deweese. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

C. Fencing of the North Boundary of the Shiawassee Basin Preserve- Chairperson Hudson

Chairperson Hudson stated that he knew that this fencing project was on the budget for next year, but he wanted to stress the importance of getting this project completed as soon as possible. Chairperson Hudson also suggested that signs be put up explaining the delicate nature of the area.

Commissioner Vallad moved to table the discussion of the Fencing of the North Boundary of the Shiawassee Basin Preserve until the regularly scheduled January meeting. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

D. Park Commission Meeting Minutes on the Township Website- Commissioner Vallad

Commissioner Vallad inquired as to whether or not the Parks and Recreation minutes could be put on the Township's web site.

Supervisor Walls indicated that there would be no problem including the minutes on the web site.

Commissioner Vallad moved to have Parks and Recreation begin putting the approved meeting minutes on the Township's web site beginning with the October 11, 2005 meeting. Commissioner Vallad was supported by Commissioner Deweese. Vote on the motion: Yes: Baker, Deweese, Hudson,

Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

E. 2005 Holiday Schedule-Commissioner Deweese

Commissioner Deweese inquired as to whether or not it was necessary to keep the office open for the week between Christmas and New Year's.

Commissioners Parke and Vallad indicated that they thought the office should stay open between the holidays.

Director Tucker indicated that she had a part-time person scheduled to cover the office between the holidays.

Director Tucker requested to take the days off between the holidays unpaid.

Commissioner Vallad requested that Director Tucker write a letter to the Park Commission requesting the days off and include it on the December agenda.

F. Revision and Approval of Gate Keeper Operations

Chairperson Hudson requested that the gate keeper carry a cell phone.

Commissioner Parke suggested that Parks and Recreation request the gate keeper to carry a cell phone. If this person should make a request for a cell phone, then Parks and Recreation would issue him one.

Commissioner LaLone expressed her frustration with the current gate keepers performance.

The Commission discussed and updated the Gate Keeper Operations policy.

G. 2005 End of the Year Priorities

Director Tucker reviewed the remaining 2005 budgeted projects with the Park Commission.

The Park Commission determined that the only budgeted project to be completed was the replacing of the kitchen door at the Hart Community Center.

Director Tucker also indicated that they still needed to complete the master plan, employee evaluations, 2005 budget amendments and update the 2006 budgets.

The Park Commission agreed that the above projects should be the priority for the remainder of 2005.

H. Employee Compensation for Extra Responsibilities during the Director's Leave of Absence

Director Tucker reviewed her written recommendation for compensation for extra responsibilities handled by the staff during her leave.

Commissioner Parke moved that Parks and Recreation implement the plan outlined in Director Tucker's memo dated November 3, 2005. Commissioner Parke was supported by Commissioner Deweese. Commissioner Vallad suggested that the amounts should be higher. Vote on the motion: Yes: LaLone. No: Baker, Deweese, Hudson, Hyer, Parke, Vallad. The motion did not carry by 1-6 vote.

Commissioner Parke moved that Parks and Recreation accept the proposal outlined in Director Tucker's November 3, 2005 memo with the exception of replacing the dollar amount in paragraph 2 with \$3,500.00 and the dollar amount in paragraph 3 with \$1,750.00. Commissioner Parke was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, Parke, Vallad. No: LaLone. The motion carried by 6-1 vote.

The Park Commission expressed their appreciation to the staff for going above and beyond their duties during the absence of the Director.

I. Exploration of Acquiring Property Adjacent to the Shiawassee Basin Preserve

Director Tucker reviewed the information with regard to the property adjacent to the Shiawassee Basin Preserve. This is a 35 acre parcel that may be able to be exchanged for the small rental house if accepted by the Michigan Department of Natural Resources.

The Park Commission agreed that they would be interested in adding this parcel to the Park. This property would then be used as the conversion property for the small rental house.

Commissioner Vallad moved to have Director Tucker pursue the acquisition of the 35 acres that is listed in the memo dated 10-20-05 with the understanding that it would be used for the conversion of the small rental house. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Parke moved to approve payment of the bills as follows: Parks Fund at \$16,279.58, Shiawassee Basin Preserve Fund at \$1,595.00 and Trust and Agency at \$150.00. Commissioner Parke was supported by Commissioner Deweese. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.

X. COMMITTEE REPORTS

A. DYAA Advisory Committee

There is a meeting scheduled for Thursday, November 10 at 6:00 p.m.

B. Millage Investigation Committee

The Committee reviewed the handout containing the results of the resident surveys.

C. Springfield Township Parks & Recreation Master Plan Committee

There will be a meeting scheduled in the near future.

D. Policies and Procedure Committee

Commissioner Parke submitted marked up versions of the job descriptions for both the Director and Commissioner positions to the committee.

The Committee reported that they had updated all the policies and procedures except for the Park Commission job description. Any remaining recommended changes and updates would be given the office.

E. Shiawassee Basin Preserve Rental Properties Committee

There was no report.

XI. PUBLIC COMMENT

None.

XII. COMMISSIONER COMMENT

Commissioners Baker, Deweese and Parke thanked the staff for their hard work in the Director's absence.

XIII. ADJOURNMENT

Commissioner Deweese moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 11:54 p.m. Commissioner Deweese was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. Absent: None. The motion carried unanimously by 7-0 vote.

Christy L. Deweese
Parks and Recreation Recording Secretary

Jennifer Tucker, Director of Parks & Recreation

Ron Hudson, Chairperson of Park Commission