

**Springfield Township  
Parks & Recreation Commission Regular Meeting  
Tuesday, December 13, 2005**

**I. CALL TO ORDER**

The December 13, 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 (left at 10:45 p.m.)  
Ron Hudson  
Kelly Hyer  
Dot LaLone  
Rich Parke  
Jean Vallad

**Staff Present**

Sarah Richmond  
Jennifer Tucker

**Others Present**

Bob Apple, DYAA  
Cheryl Apple, DYAA  
Bob Brauer  
Sean Demers  
Kelly Giles, DYAA  
Mike Houck, DYAA  
Roger Paulson, DYAA

**IV. AGENDA REVISIONS AND APPROVAL**

- A. Remove from "New Business" Item D and move to "Consent Agenda" Item I, "2006 Park Commission Meeting Dates"
- B. Remove from "Consent Agenda" Item I and move to "Old Business" Item C, "Approval of Gate Keeper Operation Guidelines"
- C. Move from "Committee Reports" to "New Business" Item A, "DYAA Advisory Committee Report"
- D. Move "New Business" Item A to "New Business" Item B, "New Baseball & Softball Programs"
- E. Move "New Business" Item B to "New Business" Item C "Video Documentary of Sensitive Natural Areas-Presented by Mr. Bob Brauer"
- F. Move "New Business" Item C to "New Business" Item D "2006 Park Commission Officers"

**Commissioner Vallad moved to accept the agenda as revised. 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**

None.

## **VI. CONSENT AGENDA**

- A. Approval of Regular Meeting Minutes – November 8, 2005 with Additional Disbursements of \$2,665.74 for Parks and Recreation Fund and \$600.00 for Trust & Agency.
- B. Receipt of Director's Report for November with Financial Summaries
- C. Receipt of October Budget Printouts
- D. Receipt of Township Board Meeting Minutes for September 20, 2005 Special Meeting & October 13, 2005 Regular Meeting
- E. Receipt of December Calendar of Events
- F. Approval of Revised Overtime/Compensatory Time page from the Employee Handbook
- G. Receipt of 2005 Aquatics Report
- H. Receipt of Thank You Letter to Matt Baibak
- I. 2006 Park Commission Meeting Dates
- J. Receipt of Letter to National Fish & Wildlife Foundation National Office

### Receipt of Communications

- 1. Memo to Director Tucker from Supervisor Walls re: 2006 Outlook

**Commissioner Vallad moved to accept the consent agenda as revised with total additional disbursements in the amount of \$2,665.74 for the Parks and Recreation Fund and \$600.00 for Trust & Agency. 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. Shiawassee Basin Preserve Multipurpose Facility Project**

Commissioner LaLone gave the Park Commission an overview of the status of the multipurpose facility project.

The Park Commission elected to hold back \$900.00 from McQuillian (10% of final payment) as well as \$500.00 from the plumber to ensure that the project was completed in its entirety in the Spring.

### **B. Shiawassee Basin Preserve Rental Property Options**

Director Tucker indicated that she had sent a letter to the Michigan Department of Natural Resources with regard to the Park Commission's intentions for the rental properties. A response from MDNR should be received by the January Park Commission meeting.

### **C. Approval of Gate Keeper Operation Guidelines**

The Park Commission reviewed the proposed guidelines for gate keeper operations.

**Commissioner Parke moved to approve Gate Keeper Operation Guidelines with the following changes: under restrooms bullet 2, add the words "and as necessary clean and/or restock supplies," and bullet 3 is to be removed as a bullet and inserted in parentheses at the end of bullet 2. 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 LaLone expressed some concern about the gate at the Shiawassee Eaton Road Trail Head. She would like to see the gate left open 24 hours a day for all hunting seasons in order to avoid hunters parking in the road.

If parking in the street becomes a problem, Director will take action and notify the Park Commission at the next monthly meeting.

## **VIII. NEW BUSINESS**

### **A. Davisburg Youth Athletic Association (DYAA) Advisory Committee Report**

The Davisburg Youth Athletic Association Board indicated that they decided to discontinue offering baseball/softball programs at this time.

Mike Houck indicated that the reason for this change was the fact that Parks and Recreation was better equipped to organize and manage a league. The DYAA Board's major concern was having the best quality league possible available to the community.

### **B. New Baseball and Softball Program**

Commissioner Hyer indicated that Independence Township Parks and Recreation was very supportive of Springfield Township Parks and Recreation developing their own baseball and softball programs.

The Park Commission requested that Director Tucker put together information regarding how the baseball and softball teams would be organized. This information is to be prepared for the January meeting.

**C. Video Documentary of Sensitive Natural Areas-Presented by Mr. Bob Brauer**

Mr. Brauer presented the Park Commission with some informational videos that he had prepared about Shiawassee Basin Preserve.

Mr. Brauer indicated that he would like to produce these type of videos for Parks and Recreation if he were hired for the care taker/ Ranger position.

**D. 2006 Park Commission Officers**

Chairperson – Commissioner Parke

**Commissioner Hyer moved to appoint Commissioner Parke to the position of Chairperson for 2006. Commissioner Hyer 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.**

Treasurer – Commissioner Vallad

**Commissioner Parke moved to appoint Commissioner Vallad to the position of Treasurer for 2006. 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.**

Secretary – Commissioner Hyer

**Commissioner Baker moved to appoint Commissioner Hyer to the position of Secretary for 2006. Commissioner Baker 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.**

Liaison – Commissioner Baker

**Commissioner Vallad moved to appoint Commissioner Baker to the position of Liaison for 2006. 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.**

**E. 2006 Wages and Salaries**

Director Tucker's memo gave an option to the Park Commission of giving Parks and Recreation employees their birthdays off with pay due to the fact that there would be no pay raises in 2006.

Commissioner Baker suggested that instead the Park Commission give out bonuses at the end of the year based upon performance if the budget allowed.

The Park Commission elected to not act upon these suggestions at this time.

**Commissioner Vallad moved to set the 2006 wages and salaries at the same rate as the 2005 end of year levels. 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.**

#### **F. 2006 Rental Rates and Policy Updates for Non-Profit Groups**

Director Tucker provided the Park Commission with a rental rate comparison of the Hart Community Center and other facilities in the area. The Hart Community Center non-profit rate was substantially lower than others in the area.

Director Tucker also informed the Park Commission that when food is being prepared at the Hart Community Center, by law a certified food service professional must be on site.

The Park Commission reviewed and updated the non-profit rental policy.

**Commissioner Vallad moved to accept the 2006 rental rate and policy updates for non-profit groups as revised. Vallad was supported by Commissioner Parke. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.**

#### **G. Approval of Request by Director Tucker for Unpaid Leave**

Director Tucker requested to take December 27<sup>th</sup> and 28<sup>th</sup> off unpaid. Director Tucker indicated that the office would be covered by a Parks and Recreation part-time employee.

**Commissioner Parke moved to approve the request of the Director for unpaid leave as outlined in her December 8, 2005 memo. Commissioner Parke was supported by Commissioner Hyer. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, Parke. No: LaLone, Vallad. The motion carried by 5-2 vote.**

## **H. Approval of Park Ranger/Stewardship Coordinator Job Description**

The Park Commission discussed the proposed Park Ranger/Stewardship Coordinator job description.

Director Tucker stated that the requirements contained within this job description exceed the funds available to pay this individual.

Director Tucker suggested that Parks and Recreation combine the Park Ranger/Caretaker position with the gate keeper. This would provide funds with which to compensate the ranger. The position will be renamed Park Ranger/Caretaker and will be only part-time.

Director Tucker also indicated that she would be contacting Greg Need to create an agreement for caretaker services for the house.

**Commissioner Vallad moved to approve the hiring of the part-time Park Ranger/Caretaker as soon as possible with the revised parameters in job description. Commissioner Vallad was supported by Commissioner Hyer. 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 Vallad moved to approve payment of the bills as revised: Parks and Recreation at \$82,657.21, Shiawassee Basin at \$83,649.81 and Trust and Agency at \$150.00. 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.**

## **X. COMMITTEE REPORTS**

### **A. DYAA Advisory Committee**

This item was discussed under New Business Item A.

### **B. Millage Investigation Committee**

This committee is waiting for the joint meeting of the Township Board, Parks Commission and Library Board before taking any action.

### **C. Springfield Township Parks & Recreation Master Plan Committee**

Director Tucker distributed a copy of the master plan to the Park Commission. The Commission will be reviewing the master plan and returning their corrected copies to Director Tucker by December 21, 2005. The master plan will then go to the library for public display as of January 1, 2006.

#### **D. Policies and Procedure Committee**

The Park Commission reviewed the Parks and Recreation Commission Rules of Procedure.

#### **E. Shiawassee Basin Preserve Rental Properties Committee**

There was no report.

### **XI. PUBLIC COMMENT**

None.

### **XII. COMMISSIONER COMMENT**

Commissioner Parke expressed his disappointment in Supervisor Walls comment at the Township Board's special meeting with regard to Parks and Recreation's revenue generating efforts. Supervisor Walls had stated that he was extremely disappointed that there had not been any movement on the part of Parks and Recreation toward generating revenues in the areas of fees for services, etc.

Commissioner Parke stated that the area of revenue generation has been, and continues to be, addressed by Parks and Recreation. This fact has been brought to the attention of Supervisor Walls both verbally and in writing.

Commissioner Parke was very disappointed that the Supervisor has not recognized the fact that revenue generation has indeed been looked into, and will continue to be evaluated by the Parks and Recreation Commission and staff.

Therefore, Commissioner Parke considered the Supervisor's comments inappropriate.

Commissioner Vallad requested that Director Tucker change the locks at the large rental home, including the gate. In addition, Commissioner Vallad requested that Director Tucker have the wood pile removed from the large rental home. The cost of this removal shall be paid for with the security deposit. Any remaining security deposit is to be returned to the Brauers.

### **XIII. ADJOURNMENT**

**Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 11:03 p.m. Commissioner Vallad was supported by Chairperson Hudson. Vote on the motion: Yes: Baker, Deweese, Hudson, Hyer, LaLone, Parke, Vallad. No: None. The motion carried unanimously by 7-0 vote.**

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**Christy L. Deweese**  
**Parks and Recreation Recording Secretary**

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Jennifer Tucker, Director of Parks & Recreation

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Rich Parke, Chairperson of Park Commission