

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, October 9, 2007**

I. CALL TO ORDER

The October 9, 2007, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:04 p.m. by Commissioner Hyer at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Ron Hudson
Kelly Hyer
Dot LaLone
Rich Parke (arrived at 7:10 pm)
Annette Zemon-Parker
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Verlin Cook
Leah Davis
Matt Davis
Mark O'Brien of Irish Sales & Services

Commissioners Absent

Diane Baker with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "September Budget Printouts" as Consent item "J".

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-September 11, 2007 with Additional Disbursements of \$ 4,162.35 for Parks & Recreation Fund and \$ 450.00 for Trust and Agency.
- B. Receipt of Parks & Recreation Activities Report for September
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for July 25, 2007, August 1, 2007 and August 9, 2007

- E. Receipt of Tentative October Calendar of Events
- F. Receipt of Memo to Township Board re: Parks and Recreation Budget Amendment and Operational Needs Assessment
- G. Receipt of Memo to Township Board re: Revised 2008 parks and Recreation Fund Budget Request
- H. Receipt of Letter to McLeod USA re: Telephone Service
- I. Receipt of Township Board Agenda for October 11, 2007

Receipt of Communications

1.

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

VII. OLD BUSINESS

A. Discussion of the Operational Needs Assessment

Director Tucker discussed her memo dated October 5, 2007 which stated the request of the Township Board to have a statistically correct survey be the center of the Operational Needs Assessment. In addition, at that meeting, the Township Board approved the budget amendment necessary for the Operational Needs Assessment project.

Commissioner Vallad asked if it was a request or a suggestion that the statistically correct survey be performed.

Director Tucker stated that Commissioners Hyer, Baker and herself had met with Township Supervisor Walls to clarify the request and its cost.

As is stated in both Director Tucker's memo and Landscape Architects and Planners amended proposal, the cost of the survey is \$ 7,928.00. However, Mr. Ford of Landscape Architects and Planners has agreed to let the Parks and Recreation Department copy, stuff envelopes and mail the survey to decrease the cost down to \$ 3,000.00.

Director Tucker stated that the budget amendment allowed for \$ 11,000.00 for this project and with the addition of the survey the total cost of the project would be \$ 11,500.00. However, within that cost center there should be additional funds available in one of the other line items.

Chairperson Parke asked Director Tucker what Bob Ford, the consultant from Landscape Architects and Planners thinks about performing a statistically correct survey and if it is necessary.

Director Tucker stated that Mr. Ford and Mr. Eric Riekel both conveyed that having the statistically correct survey was a good idea.

Commissioners LaLone and Hudson both expressed their concern over the additional cost of having the survey performed since funding is so tight.

Commissioner Vallad stated that she would like to have the survey closely proof read to avoid any mistakes.

Commissioner Vallad moved to hire Landscape Architects and Planners to do a statistically correct survey at a cost of \$ 3,000.00 plus copying and postage. Commissioner Vallad was supported by Commissioner Hyer. Vote on the motion: Yes: Hyer, Parke, Zemon-Parker, Vallad; No: Hudson, LaLone; Absent: Baker. The motion carried by a 4-2 vote.

B. Discussion of Mill Pond Park Parking Lot

The Commission discussed the report from Schleede, Hampton, Associates Inc. the engineering consultant regarding the construction/paving of parking lot.

Commissioner Vallad stated that she spoke with Trustee Hopper who stated that he believes that the Commission should wait until after the winter to do any repairs that may be needed.

Commissioner Vallad did have a concern about the parking lot being snow plowed. It is her opinion that in order to protect our snow plowing contractor that Director Tucker and the contractor walk the lot. After the walk something should be signed by both parties so that come springtime the asphalt contractor could not claim that it was damaged by the snow plowing contractor.

Chairperson Parke stated that he is concerned about the area leading to the dumpster area.

VIII. NEW BUSINESS

A. Discussion of Copy Machine Options

Director Tucker summarized the information that was provided about the copy machine options. The most cost effective option would be to lease a black and white copier from Konica Minolta-Albin, who is our current contractor. The lease would be \$ 169.27 a month for the machine and approximately \$ 26.00 a month for the service charge for a total of \$ 195.27 a month.

Chairperson Parke asked if Director Tucker had approached the Township at all about if Parks and Recreation could use the Township's copiers.

Chairperson Parke asked that since the Township machine is older would the Township be willing to look at getting a larger machine that everyone could use.

Chairperson Parke moved to authorize a lease of a Konica Minolta-Albin black and white copier at a cost of \$195.27 per month contingent upon a discussion with the Township administration to see if the lease of a joint copier would be an option. Chairperson Parke was supported by Commissioner Vallad. Vote on the motion: Yes: Hudson, Hyer, LaLone, Parke, Zemon-Parker, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Commissioner Vallad asked if it was necessary to have the fax kit since there is already another fax in the office. Commissioner Vallad asked to check to see if the fax kit is actually necessary.

B. Heating Options for 8621 Eaton Road

Director Tucker introduced Matt Davis, the Park Ranger that resides at 8621 Eaton Road and his spouse Leah Davis. In addition, Director Tucker introduced Mr. Mark O'Brien of Irish Sales and Services.

Director Tucker stated that Mr. Davis had approached her about an alternative heating source at 8621 Eaton Road due to the high cost of heating the house. The cost for heating the house for the 2006/2007 season was \$ 3,500.00 which included the \$ 1,600.00 contribution from the Parks and Recreation Department. The heating alternative that was presented was an outdoor furnace which would be powered by wood.

Director Tucker indicated that the information attached to her memo dated October 5, 2007 included a great deal of information about the outdoor furnace, recommendations from the EPA on burning wood instead of fossil fuels and testimonials of others that have an outdoor furnace.

Director Tucker also stated that in addition to the bid that was attached to her memo she was able to obtain two other bids. She stated that among the other bids she had received she did not see the department purchasing the unit at a better price or a unit of better quality than the bid that was attached in the packets. She also stated that the Department of Natural Resources is using Woodmaster outdoor furnaces at many of their facilities.

Director Tucker stated that none of the wood used in the outdoor furnace would be from the property unless it was with prior approval.

Chairperson Parke stated that he was excited that Mr. Davis had approached Director Tucker about this alternative heating source. Could the existing boiler currently in the house be used as a back up?

Mr. O'Brien indicated that yes it could.

Commissioner Vallad inquired as to what exactly the \$ 1,500.00 installation included.

Mr. O'Brien stated that the \$ 1,500.00 would be the permit and the installation of the furnace and getting it up and running. Mr. O'Brien then described the actual installation process to the Commission.

Commissioner Hyer inquired as to what the average maintenance cost was.

Mr. O'Brien stated that once a year the unit would need to be cleaned out and coated with oil to seal the steel and a boiler treatment has to be added to regulate the acidity in the water. The cost for all of that is about \$ 50.00. The maintenance is something that Mr. Davis can perform himself.

Mr. O'Brien also stated that using one of the furnaces is better for the environment than burning fossil fuel.

Commissioner Vallad stated that if the Commission decided to purchase this unit there would no longer be the \$ 1,600.00 contribution for fuel.

Director Tucker stated that is the understanding.

Commissioner Vallad moved to purchase a Woodmaster Stove model number MF400 and have it installed at 8621 Eaton Road at a cost not to exceed \$ 8,500.00 with the stipulation that all necessary permits are obtained and that the Park Commission will no longer be paying \$1,600.00 for propane and with the understanding that there has to an approved budget amendment for this purchase by both the Park Commission and the Township Board. Commissioner Vallad was supported Commissioner LaLone. Vote on the motion: Yes: Hudson, Hyer, LaLone, Parke, Zemon-Parker, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

IX. TREASURER'S REPORT

Commissioner Vallad moved to add "Budget Amendment" under item "B" for the Treasurer's Report. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Hudson, Hyer, LaLone, Parke, Zemon-Parker and Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

A. Bills List

Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$ 24,125.23 and Trust and Agency \$ 150.00. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Hudson, Hyer, LaLone, Parke, Zemon-Parker and Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

B. Budget Amendment

Commissioner Vallad moved to approve the following budget amendment:

Expenditure:

Decrease "Utilities" Cost Center by **\$ 1,600.00**
(Decrease "SBP Heat" line item # 211-752-923.002 by \$ 1,600.00)
[New "SBP Heat" line item total: \$ 0.00]

New "Utilities" Cost Center Total: **\$ 16,400.00**

Decrease "Maintenance Personnel" Cost Center by **\$ 5,000.00**
(Decrease "Seasonal Park Maintenance" line item # 211-760-704 by \$ 5,000.00)
[New "Seasonal Park Maintenance" line item total: \$ 26,540.00]

New "Maintenance Personnel" Cost Center Total: **\$ 114,928.00**

Increase "Supplies & Equipment Under \$10,000.00" Cost Center by **\$ 6,600.00**
(Increase "Equipment Under \$ 10,000.00" line item # 211-758-730 by \$ 6,600.00)
[New "Equipment Under \$ 10,000.00" line item total: \$ 11,560.00]

New "Supplies & Equipment Under \$ 10,000.00" Cost Center Total: **\$ 11,560.00**

New Expenditure Total: \$ 601,611.00

Commissioner Vallad was supported by Commissioner Hyer. Vote on the motion: Yes: Hudson, Hyer, LaLone, Parke, Zemon-Parker and Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

None

B. Shiawassee Basin Preserve Rental Properties Committee

None

C. Non-Profit Community Group Committee

None

E. Clarkston Leadership Steering Committee

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Hyer inquired if it was possible to get name plates for the Commission members as the other boards do.

Commissioner Hyer stated she felt that the meeting with Township Supervisor Walls with Director Tucker and Commissioner Baker was very positive and everyone involved in the meeting felt it was important to keep the lines of communication open.

Commissioner LaLone stated that 100 people showed up for their canoe race. In addition she handed out a progress report for the Headwater Trails Committee. In addition the Headwater Trails office is moving into the Rose Township Hall.

XIII. ADJOURNMENT

Commissioner LaLone moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:44 pm. Commissioner LaLone was supported by Commissioner Hudson. Vote on the motion: Yes: Hudson, Hyer, LaLone, Parke, Zemon-Parker and Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission