

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, November 13, 2007**

I. CALL TO ORDER

The November 13, 2007, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:21 p.m. by Commissioner Vallad at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Diane Baker
Ron Hudson
Dot LaLone
Rich Parke (arrived at 7:24 pm)
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Alan Partington
Katie Wallace

Commissioners Absent

Kelly Hyer with notification
Annette Zemon-Parker with notification

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, Hudson, LaLone, and Vallad; No: None; Absent: Hyer, Parke, and Zemon-Parker. The motion carried by a 4-0 vote.

V. PUBLIC COMMENT

Mr. Partington commented that he would like to see a paved pathway or track where patrons could bike and roller blade on.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-October 9, 2007 with Additional Disbursements of \$5,514.27 for Parks & Recreation Fund and \$ 150.00 for Trust and Agency.
- B. Receipt of Parks & Recreation Activities Report for October
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for September 13, 2007
- E. Receipt of Tentative November Calendar of Events
- F. Receipt Township Board Agenda for November 8, 2007

- G. Receipt of Letter to Township Board dated October 30, 2007 re: 2008 CDBG Funding Request
- H. Receipt of Letter to Township Board dated October 30, 2007 re: 2005 CDBG Fund Reprogramming Request
- I. Receipt of Young At Heart Active Adults November & December Newsletter
- J. Receipt of Memo to Township Board dated October 10, 2007 re: Budget Amendment for Heating Alternative for 8621 Eaton Road
- K. Receipt of the Rough Draft Version of the Operational Needs Assessment Survey
- L. Receipt of MRPA Article re: Coaches Training
- M. Receipt of 2007 October Printouts
- N. Receipt of Memo re: Phone Issues

Receipt of Communication

- 1. Memo from Township Supervisor dated November 1, 2007 re: State Revenue Sharing
- 2. Memo from Township Trustee Vallad dated October 8, 2007 re: Financial Planning Committee Discussion

Commissioner LaLone moved to accept the consent agenda as presented. Commissioner LaLone was supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Hudson, LaLone, and Vallad; No: None; Absent: Hyer, Parke, and Zemon-Parker. The motion carried by a 4-0 vote.

VII. OLD BUSINESS

A. Approval of 2008 Parks and Recreation Fund Budget Request Revision to include Operational Needs Assessment

Director Tucker stated that as was outlined in her memo, the 2008 Parks and Recreation Fund Budget request was revised to include the Operational Needs Assessment project. This suggestion was made to Director Tucker by Supervisor Walls since this project will not be finished in the 2007 budget year.

Commissioner Vallad moved to revise the 2008 Parks and Recreation budget to include the Operational Needs Assessment. The revised revenue and expenditure totals are now \$601,889.00. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, Parke, Vallad; No: LaLone; Absent: Hyer and Zemon-Parker. The motion carried by a 4-1 vote.

VIII. NEW BUSINESS

A. Discussion of Snow Removal Options

Chairperson Parke summarized that the situation with the snow removal was that the previous snow removal contract had come to an end and the Parks and Recreation Department prepared a Request for Bid Proposal for the snow removal for the Park properties and the Township properties. Once the bids were received there were inconsistencies so the Township felt it was necessary to send out a second Request for Bid Proposals only to those bidders that had submitted a bid the first time to clarify the bid responses.

One of the options listed in Director Tucker's memo regarding the possible snow removal options was the option that the Parks and Recreation Department purchase its own plow and have it put on one of the park trucks.

Commissioner Baker asked if by purchasing a plow and having our staff do the plowing and clearing of the sidewalks wouldn't we be creating overtime for our staff.

Director Tucker stated that overtime could be a possibility for the staff.

Commissioner Vallad expressed that in her opinion purchasing a plow is not a good idea. She believes that to do the snow removal job it requires at least two people. In the long run it seems like it would cost more in the salaries that would have to be paid for the employees.

Commissioner LaLone stated that the previous snow removal contractor would only charge for only the time they actually spent clearing a lot if they had to come back. As the request for bid is currently worded if a contractor has to come back the Township will be charged for a full push.

Director Tucker stated that she was aware of that but the wording in the request for bid proposal is how the Township wanted it.

Commissioner LaLone asked if the department purchased a plow where would the salt for the parking lots and the calcium chloride for the sidewalks be purchased at.

Director Tucker stated that the salt and calcium chloride could be purchased from the road commission.

Commissioner LaLone asked Director Tucker if she had asked if it would be ok for the Parks and Recreation Department withdraw from the Township wide contract.

Director Tucker stated that the request for bid proposal clearly states that any portion of a bid could be accepted or rejected.

Commissioner Vallad clarified that at this meeting what the Park Commission needed to decide was to whether purchase a plow or to go forward with the re-bidding of the snow removal contract.

Director Tucker stated that that was correct.

Chairperson Parke stated that he would like to see the department do the snow plowing itself. In his opinion the department would be able to save money.

Commissioner Vallad asked how many staff members are employed throughout the winter.

Director Tucker stated that one full-time and two part-time staff are employed year round for the maintenance staff. However only the full-time staff person and one part-time person would be available to perform the snow removal duties.

Commissioner Vallad moved to re-bid for the 2007-2008 snow removal season. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes:

Baker, Hudson, LaLone, Parke, Vallad; No: None; Absent: Hyer and Zemon-Parker. The motion carried by a 5-0 vote.

Several Commissioners asked what would happen if there was snow before a bid was accepted at the December Park Commission meeting.

Commissioner Vallad suggested putting together a committee of three Park Commissioners and Director Tucker to make the decision on which contractor to award the bid to.

Commissioner Vallad moved to form a committee to review the snow removal bids when available and accept a contract on the Park Commission's behalf. Commissioner Vallad was supported by Commissioner Hudson. Vote on the motion: Yes: Baker, Hudson, LaLone, Vallad; No: Parke; Absent: Hyer and Zemon-Parker. The motion carried by a 4-1 vote.

Further Discussion:

Commissioner Baker clarified that once the bids come in the committee would be approving it.

The committee would be awarding the contract to the lowest bidder who meets the bid specifications.

Chairperson Parke was wondering who the committee members would be.

The committee members will be Commissioner Baker, Chairperson Parke and Commissioner Vallad.

B. Partnership with Holly Area Schools

Director Tucker stated that in her memo the department has two opportunities to partner with Holly Area Schools.

Director Tucker stated for programming at the schools she would like to begin at Davisburg Elementary for one to two days a week so that we can see how the partnership would work.

Director Tucker stated that the Holly Boys Varsity Coach contacted her on Wednesday, October 24, 2007 to meet with her and Recreation Coordinator, Casey Reed, about working in cooperation with our department to run the Holly Hoops/ Broncho Basketball League. There was an urgency to this meeting since registration for the program began on October 29, 2007 and the program could no longer be run through Holly Community Education since it no longer existed. The basketball program as it is currently being run has been around for the last twelve years.

Director Tucker stated that she is still waiting for confirmation as exactly what the gym price will be.

Commissioner LaLone wanted to make sure that the coaches would be put through a background check and who would be paying for it.

Director Tucker stated that she is hoping to build the background check cost into the sponsorship fees and perhaps have the coach pay \$ 20.00 toward the costs.

Commissioner LaLone inquired if there was any weekend time required of our staff for opening and closing the buildings and what about insurance coverage.

Director Tucker stated that the league has a Commissioner who runs the league on Saturdays so our staff would not be required to be on site on the weekends.

Chairperson Parke asked if the Commission were to move forward with this partnership how long would they be committed for.

Director Tucker stated for as long as the Commission feels that it is beneficial.

Commissioner Baker inquired if this is a project that our staff has time to undertake.

Director Tucker stated that basketball comes at a time when the office is slightly slower than say in the summer time and hopefully the second year will go smoother and require perhaps less time than the initial year with this program.

Commissioner Baker moved that the department facilitate the Holly Hoops/Broncho Basketball league as outlined in Director Tucker's memo dated November 9, 2007 for a trial period of one season. Commissioner Baker was supported by Commissioner Hudson. Vote on the motion: Yes: Baker, Hudson, LaLone, Parke, Vallad; No: None; Absent: Hyer and Zemon-Parker. The motion carried by a 5-0 vote.

Director Tucker stated that with partnering with the schools to do programming the department would like to start small maybe start with some open gym times or some craft classes. There is the benefit that we would be in the schools and be able to get the kids out and active.

Commissioner LaLone inquired who would be running the programs that we would have scheduled in the schools.

Director Tucker stated that either the part-time clerical or a contractor.

Commissioner LaLone was concerned about who would be responsible for running the programs and she would like to make sure that they are qualified people and are put through background checks. In her opinion the department needs to make sure that the programs shine and maybe we should wait until after the spring the brochure before starting the programs so that the word could get out that we will be starting programming at the school and are looking for instructors for those programs.

Commissioner Baker moved to partner with Holly Area Schools for after school programming at Davisburg Elementary beginning in 2008. Commissioner Baker was supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Hudson, LaLone, Parke, Vallad; No: None; Absent: Hyer and Zemon-Parker. The motion carried by a 5-0 vote.

C. Dedication of Park Bench to Bob Clark- Commissioner LaLone

Commissioner LaLone stated the Bob Clark who had been on the Park Commission for over thirty years recently passed away. Mr. Clark was very instrumental in the department obtaining Shultz Park.

Commissioner LaLone would like to see a bench dedicated to Mr. Clark install at Shultz Park.

Commissioner LaLone moved to instruct staff to put a bench in at Shultz Park in memory of Bob Clark. Commissioner LaLone was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, LaLone, Parke, Vallad; No: None; Absent: Hyer and Zemon-Parker. The motion carried by a 5-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner LaLone moved to approve payment of the bills as follows: Parks and Recreation at \$ 21,847.47. Commissioner LaLone was supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Hudson, LaLone, Parke, and Vallad; No: None; Absent: Hyer and Zemon-Parker. The motion carried by a 5-0 vote.

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

None

B. Shiawassee Basin Preserve Rental Properties Committee

A letter was sent to the MDNR to keep them updated.

C. Non-Profit Community Group Committee

None

E. Clarkston Leadership Steering Committee

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Vallad stated that she had looked at the rough draft of the survey and it looks good but she does have a few corrections.

Director Tucker stated that she would like all corrections for the survey by the end of the week.

Commissioner Vallad will not be at the December meeting.

Chairperson Parke asked if the Township Board approved the wood burner at their November meeting.

Director Tucker stated that yes they approved the wood burner for 8621 Eaton Road. The Township Board meeting also approved \$ 6,613.00 in CDBG funds for a management plan for the Shiawassee Basin Preserve. They did not approve the reprogramming of the 2005 CDBG funds for the automation of the doors at the Civic Center. The 2008 Parks and Recreation Fund budget request will be on the Township Board agenda in December.

Commissioner LaLone stated that the Headwater Trails office has moved into the basement of the old Rose Township office.

Commissioner Baker thanked Katie Wallace for attending the meeting. Also the survey looked good but there were a couple minor additions to clarify certain parts of the survey.

XIII. ADJOURNMENT

Commissioner LaLone moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:47 pm. Commissioner LaLone was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, LaLone, Parke, and Vallad; No: None; Absent: Hyer and Zemon-Parker. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission