

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, December 11, 2007**

I. CALL TO ORDER

The December 11, 2007, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:08 p.m. by Chairperson Parke 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
Kelly Hyer
Dot LaLone
Rich Parke
Annette Zemon-Parker

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Commissioners Absent

Jean Vallad with notification

IV. AGENDA REVISIONS AND APPROVAL

Remove "Financial Summaries" from the consent agenda and move it to Old Business "B".

Add "Copy Machine Memo" to Consent item "J".

Add "November Budget Printouts" to Consent item "K"

Add "Copy Machine Memo from Township Supervisor Walls" to Receipt of Communications as item "# 2"

Add "2008 Parks Budget Memo from Township Supervisor Walls" to Receipt of Communications as item "#3".

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-November 13, 2007 with Additional Disbursements of \$1,014.95 for Parks & Recreation Fund and \$ 150.00 for Trust and Agency.
- B. Receipt of Parks & Recreation Activities Report for November
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for October 11, 2007
- E. Receipt of Tentative December Calendar of Events
- F. Receipt Township Board Agenda for December 13, 2007
- G. Approval of 2008 Park Commission Meeting Dates
- H. Receipt of Article re: Daniels Fund through National Alliance of Youth Sports
- I. Receipt of E-Mail from Lynne Ouellette re: Insurance Questions
 - Receipt of Communication
 - 1. Receipt of Memo from Township Supervisor re: Building Department

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

VII. OLD BUSINESS

A. Approval of Snow Removal Bid Proposal

Chairperson Parke stated that the subcommittee that was formed to review the snow removal bids had reviewed the bids that were submitted. Chairperson Parke went over the summaries that were included in the Park Commission packets.

The subcommittee recommends Oakview Landscape, Inc., which they felt did meet the bid specifications even though Supervisor Walls expressed in a memo that in his opinion the company did not meet bid specifications. It is for this reason that the subcommittee felt it was important that the full Park Commission be aware of that concern and perhaps have some discussion around it.

Within the Oakview Landscape Inc. bid proposal it was specified that an application of salt would be .3 ton of salt at a price of \$ 35.00 per application. The bidder is simply providing additional information as to how much salt will be in the application.

Chairperson Parke stated that he examined how much the other bidders would be applying in their applications of salt. Cutting Edge Scape & Snow, LLC. would be applying 500 pound of rock salt at \$ 35.00 per application, No Limits Landscaping would be applying 400 pounds of rock salt at \$ 75.00 per application and Oakview Landscaping, Inc. would be applying 600 pounds of rock salt at \$ 35.00 per application. North Oakland Landscaping was the highest bidder and they did not submit a multi year contract option as was requested in the bid specifications. Chairperson Parke stated that he did some research as to what a parking lot the

size of Mill Pond would require. At the highest application rate per the U of M maintenance matrix for a parking lot of that size the application rate is 500 pounds.

Commissioner Zemon-Parker wanted to clarify how long the contract would be because it looks like it is currently from November 1st to April 1st. What would happen after April 1st? Her concern is that after that date the prices would be increased. She feels that the contract length needs to be extended no matter what contractor is awarded the bid and that the extension information should be placed in writing.

Commissioner LaLone agreed with Commissioner Zemon-Parker about the contract length. In addition she inquired as to how many trucks and men did Oakview Landscaping, Inc. would be executing the contract.

Director Tucker stated that they have two trucks and two men that will be executing the contract.

Chairperson Parke stated he also looked to see how much salt the previous contractor was applying to get the job done. In his 2004 bid proposal indicates that the cost for salting the Mill Pond is \$ 50.00 per application. At the bottom of the proposal the rate per ton is \$ 175 per ton, which means that \$ 50.00 equals roughly about .3 tons. This is the same amount that Oakview Landscaping, Inc. submitted.

In Commissioner Vallad's e-mail that was included in the packets she expressed her view that the Park Commission award the snow removal bid to Oakview Landscaping, Inc.

Commissioner Hyer moved to accept the snow removal bid proposal submitted by Oakview Landscaping, Inc. for the Mill Pond Park and the Shiawassee Basin Preserve properties contingent upon acceptance of contract dates of November 1st through June 1st with the option to extend the contract for a multi year contract with a 1.5 percent increase. This issue will be re-addressed at the May meeting. Commissioner Hyer was supported by Commissioner Hudson. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, and Zemon-Parker; No: None; Absent: Vallad. The motion carried by a 6-0 vote.

Further Discussion:

Chairperson Parke expressed his concern about acting contrary to the Township Supervisor's recommendations. However, Parke did state that for the Parks and Recreation Department's properties Oakview Landscaping, Inc. does meet the required bid specifications even though the contractor may not have for the Township.

Commissioner Hyer stated that she felt the Park Commission is being fiscally responsible.

Commissioner LaLone inquired what would happen if the department decides that the amount of calcium chloride being applied is not enough.

Chairperson Parke stated that the quantity for calcium chloride is per bag, which is uniform across the board for all of the bidders and the amount that Oakview Landscaping, Inc. is bidding is consistent with the quantities of the other bidders.

B. Financial Summaries

Chairperson Parke had comments on two of the financial summaries included in the packets. The first is the Pumpkin Carving class. In his opinion if the department charged less for this class than perhaps there may have been more participants. Even though the instructor for this class is a two-time Food Network champion, Chairperson Parke feels that the rates of \$ 50.00 for residents and \$ 55.00 for non-residents were too high for this area. The second comment deals with the volleyball clinic. What is the Independence fee that is listed?

Director Tucker stated that the program is run through Independence Township Parks and Recreation and the fee charged is what was needed to cover the cost for the instructor.

Commissioner Hyer stated this issue has already been addressed. In the future when Springfield Township Parks and Recreation and Independence Township Parks and Recreation work together on programs the resident rate will be applied to anyone living in either Independence or Springfield Township.

VIII. NEW BUSINESS

A. 2008 Park Commission Officers

Commissioner LaLone moved to keep the officers the same for 2008 as they were for 2007. Chairperson- Rich Parke, Secretary- Kelly Hyer and Treasurer- Jean Vallad. Commissioner LaLone was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, and Zemon-Parker; No: None; Absent: Vallad. The motion carried by a 6-0 vote.

B. MRPA-POW Award

Director Tucker informed the Commission that the department received an award at the Programming Our World Conference for "Most Unique Special Event" for the Buck Pole event that was held on November 15, 2007, which is opening day for firearm deer hunting season. Casey Reed, Recreation Coordinator, was at the conference to accept the award.

Chairperson Parke stated that the Buck Pole event was well run and it was wonderful that the department received the award.

IX. TREASURER'S REPORT

A. Bills List

Commissioner LaLone moved to approve payment of the bills as follows: Parks and Recreation at \$ 26,842.34 and Trust and Agency at \$ 450.00. Commissioner LaLone was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, and Zemon-Parker; No: None; Absent: Vallad. The motion carried by a 6-0 vote.

B. Budget Amendment

Expenditure:

Decrease “Maintenance Personnel” Cost Center by \$ 4,000.00
(Decrease “Seasonal Park Maintenance” line item # 211-760-704.000 by \$ 4,000.00)
[New “Seasonal Park Maintenance” line item total: \$ 22,540.00]
(Previous line item total: \$26,540.00)

New “Maintenance Personnel” Cost Center Total: \$ 110,928.00
(Previous “Maintenance Personnel” Cost Center: \$ 114,928.00)

Increase “Program/Events Instructors Cost Center by: \$ 2,000.00
(Increase “Community Instructor” line item # 211-762-805 by \$ 2,000.00)
[New “Community Instructor” line item total: \$ 4,000.00]
(Previous “Community Instructor” line item total: \$ 2,000.00)

New “Program/Events Instructors” Cost Center Total: \$ 17,145.00
(Previous “Program/Events Instructors” Total: \$ 15,145.00)

Increase “Program/Events Supplies” Cost Center by: \$ 2,000.00
(Increase “Miscellaneous” line item # 211-763-955 by \$ 2,000.00)
[New “Miscellaneous” line item total: \$ 2,000.00]
(Previous “Miscellaneous line item total: \$ 0.00)

New “Program/Events Supplies” Cost Center Total: \$ 45,481.00
(Previous “Program/Events Supplies” Cost Center total: \$ 43,481.00)

New Expenditure Total: \$ 601,611.00
(Previous Expenditure Total: \$ 601,611.00)

Commissioner LaLone moved to accept the budget amendment dated December 5, 2007 as presented. Commissioner LaLone was supported by Commissioner Hudson. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, and Zemon-Parker; No: None; Absent: Vallad. 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 stated congratulations and good job to Casey on receiving the award at the POW Conference.

Commissioner LaLone asked how the Holly Area Schools agreement was going.

Director Tucker stated that it was going well. She stated that on December 10, 2007 she and Casey Reed had attended the Holly Area School Board meeting and it went very well.

Chairperson Parke expressed his congratulations and good job to Casey for receiving the award at the POW conference for the Buck Pole event and for getting all the prizes donated for this event. Chairperson Parke also thanked Verlin Cook, Park Maintenance Supervisor, for doing such a great job in building the pole for the Buck Pole event.

XIII. ADJOURNMENT

Commissioner Hudson moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:06 pm. Commissioner Hudson was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke, and Zemon-Parker; No: None; Absent: Vallad. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission