

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

**I. CALL TO ORDER**

The March 13, 2007, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:10 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  
Rich Parke  
Annette Zemon-Parker  
Jean Vallad

**Staff Present**

Sarah Richmond  
Jennifer Tucker

**Others Present**

**Commissioners Absent**

Dot LaLone (absent with notification)

**IV. AGENDA REVISIONS AND APPROVAL**

Add "Discussion of Joint Meeting" as item "C" under Old Business.

Add "Discussion of Location Change for Meeting" as item "E" under New Business.

**Commissioner Vallad moved to accept the agenda as revised. Commissioner Vallad was supported by Commissioner Zemon-Parker. The motion carried by a 5-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Regular Meeting Minutes-February 13, 2007 with Additional Disbursements of \$ 6,208.74 for Parks & Recreation Fund; \$2,196.00 Shiawassee Basin Preserve and \$ 958.75 Trust & Agency.
- B. Receipt of Parks & Recreation Activities Report for February
- C. Receipt of Financial Summaries
- D. Receipt of Interim January and February Expenditures Printouts

- E. Receipt of Township Board Meeting Minutes for December 28, 2006, January 11, 2007, January 29, 2007 and February 8, 2007
- F. Receipt of Tentative March Calendar of Events
- G. Receipt of Young At Heart Active Adults March and April Newsletter
- H. Receipt of Township Boards and Commissions Contact Information
- I. Receipt of 2006 Annual Highlights
- J. Approval of Request for Bid Proposal for Youth T-Ball, Baseball and Softball Photography
- K. Receipt of Director's Michigan Park and Recreation Association Conference Report
- L. Receipt of Administrative Assistant Michigan Park and Recreation Association Conference Report
- M. Receipt of Recreation Coordinator's Michigan Park and Recreation Association Conference Report
- N. Receipt of 2006 Mowing Contract Memo
- O. Approval of Request for Bid Proposal for Departmental Computer
- P. Receipt of Memo to Township Board re: TNC Prescribe Burn
- Q. Receipt of Township Board Agenda for March 8, 2007
- R. Approval of Hart Community Center Floor Waxing at the 2006 Price
- S. Receipt of Memo to Township Board re: Possibilities for PEG Funds

Receipt of Communications

- 1. Memo to Township Board from Township Supervisor re: Medical Insurance
- 2. Memo to Township Board dated March 5, 2007 from Township Supervisor re: Medical Insurance
- 3. Memo to Park Commission from Township Supervisor re: Statutory Provisions
- 4. Memo to Township Board from Township Supervisor re: Changes of Telephone Service
- 5. Memo to Director Tucker from Township Supervisor re: PEG Funds
- 6. Memo to Township Board from Township Supervisor re: Allocation of Civic Center Costs

**Commissioner Vallad moved to accept the consent agenda as revised. Commissioner Vallad was supported by Commissioner Hyer. The motion carried by a 6-0 vote.**

## **VII. OLD BUSINESS**

### **A. Approval of Mill Pond Park Parking Lot Repaving Project Request for Bid Proposals**

Chairperson Parke wanted to clarify that this Request for Bid Proposal for the Mill Pond Park Reconstruction Project had been reviewed by the Building and Planning Department Director, as well as Dave Hooper, Township Board Trustee.

Director Tucker stated that both individuals had reviewed the request for bid proposal.

Director Tucker stated that she would like to put an option on the request for bid proposal for a traffic counter, which would track both the traffic coming into and exiting the park.

**Commissioner Baker moved to accept the Mill Pond Park Parking Lot Repaving Project Request for Bid Proposal as revised to include the traffic counter and the deadline being April 10, 2007 per the presented proposal from Director Tucker. Commissioner Baker was supported by Commissioner Zemon-Parker. The motion carried by a 6-0 vote.**

#### **B. Hart Community Center Non-Profit Rental Agreement**

The Park Commission reviewed red line version of the Hart Community Center Non-Profit Rental Agreement that was provided to them by the Davisburg Rotary Club. In addition to the changes and suggestions for the rental agreement the rental checklist was also discussed.

After making several changes to the rental agreement the Commission asked that the non-profit rental agreement and the revised checklist be sent to the Rotary committee members for their review.

#### **C. Discussion of Joint Meeting**

A brief discussion and clarification of the meeting took place and the Commission felt that the meeting was beneficial to all involved. The Park Commission looks forward to the new and improved line of communication with the Township Board.

### **VIII. NEW BUSINESS**

#### **A. Rental Request for March 22, 2007**

**Chairperson Parke moved to accept the proposal for the Hart Community Center rental to waive the \$ 30.00 non-profit rental fee and in lieu of the payment the group may perform in-kind services. Chairperson Parke was supported by Commissioner Hudson. The motion carried by a 6-0 vote.**

#### **B. Approval of 2007 Spring Contractual Prescribed Burn**

**Commissioner Vallad moved that the Park Commission contract with David Borneman, LLC for two prescribed burns the locations being described in the memo dated March 8, 2007. The contracted amount for these burns shall not exceed the cost of \$ 5,000.00. Commissioner Vallad was supported by Commissioner Hyer. The motion carried by a 6 – 0 vote.**

Director Tucker asked if the Park Commission would support the native specie removal if we contracted with The Nature Conservancy staff.

Chairperson Parke stated that he felt that the Commission should wait until April to discuss this matter.

Commissioner Hyer wanted an outline of what and where TNC would be doing the removal.

### **C. Discussion of Clarkston Leadership Steering Committee and Registration Fees**

The Park Commission discussed both the pros and cons of having one user rate versus having a resident and non-resident user rate.

**Chairperson Parke moved to express the intent of the Park Commission to be amicable to having one user fee in conjunction with the Clarkston Leadership Steering Committee contingent upon investigating what other local communities will be doing in regards to this matter. Chairperson Parke was supported by Commissioner Hudson. The motion carried by a 6-0 vote.**

### **D. Discussion of the April Meeting Date**

The current date for the April meeting is April 10, 2007.

Chairperson Parke stated that it might be more advantageous to move the meeting to a different date since the 10<sup>th</sup> falls during spring break and Commissioners and residents may be out of town.

**Commissioner Vallad moved to change the April Park Commission meeting from April 10, 2007 to April 17, 2007. Commissioner Vallad was supported by Commissioner Baker. The motion carried by 6-0 vote.**

### **E. Discussion of Location Change for Meetings**

Director Tucker inquired if the Park Commission would consider moving their meetings to the upper conference room. The need for continuously functioning recording equipment is one reason for the suggested move. The conference room is also a larger space in which more public can be accommodated along with a more professional atmosphere.

Some Commissioners felt that the smaller conference room gives their meeting a friendlier setting where the public have been asked to join the Commissioners at the board table. The lower conference room is not available to the community groups for meetings unlike the upper conference room. Utilizing the upper conference room may take meeting time that could be used by community groups.

**Commissioner Vallad moved to change the location of the Park Commission meetings to the upper level of the conference room in the Springfield Township Civic Center beginning in April. Commissioner Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Hudson, Hyer, Parke, and Vallad. No: Baker, Zemon-Parker. Absent: LaLone. The motion carried by 4-2 vote.**

Chairperson Parke stated that he felt that it was not necessary to move locations, especially when we could be tying up the upper level conference room when it could be used by other non-profit organizations.

## **IX. TREASURER'S REPORT**

**Commissioner Vallad moved to add Reconciliation Report under Treasurer's Report item "B". Commissioner Vallad was supported by Chairperson Parke. 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 \$ 23,033.68 and Shiawassee Basin Preserve at \$ 250.00. Commissioner Vallad was supported by Commissioner Hudson. The motion carried by a 6-0 vote.**

### **B. Reconciliation Report**

Commissioner Vallad stated that she had gone over the reconciliation report and discussed a few of her concerns.

Commissioner Vallad also wondered if it was possible to get revised 2007 budget notes.

Director Tucker indicated that staff has been working on the newly formatted Parks and Recreation budget notes.

## **X. COMMITTEE REPORTS**

### **A. Millage Investigation Committee**

Director Tucker stated that on Friday, March 23, 2007 she would be attending a seminar entitled "How to Pass a Millage" in Saginaw.

Commissioner Baker will also be attending the seminar.

### **B. Policies and Procedure Committee**

None

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

None

### **D. Non-Profit Community Group Committee**

Director Tucker stated that the Piecemakers Quilting Group has some concerns over the storage closets and the fees associated with them. The members of the group would like to meet with the committee. The committee agreed and dates will be assembled from the Quilting Group for possible meeting times and a meeting date will be set at the April 17, 2007 Park Commission meeting.

## **XI. PUBLIC COMMENT**

None

## **XII. COMMISSIONER COMMENT**

Commissioner Baker reminded everyone that the last day to register for the millage workshop was Wednesday, March 14, 2007.

Chairperson Parke noted that the correspondence from the Park Director dated March 9, 2006 to the Township Board clearly indicates the reasons why the Park Commission selected the mowing contractor that they did and it also clearly indicates that the other mowing contractors did not meet the bid specifications.

## **XIII. ADJOURNMENT**

**Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 10:00 pm. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: 6; No: None; Absent: 1. The motion carried by a 6-0 vote.**

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Jennifer Tucker, Director of Parks & Recreation

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Rich Parke, Chairperson of Park Commission