

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, April 17, 2007**

I. CALL TO ORDER

The April 17, 2007, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:15 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 (arrived at 7:22 pm)
Kelly Hyer
Dot LaLone
Rich Parke
Annette Zemon-Parker
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

IV. AGENDA REVISIONS AND APPROVAL

Move New Business item "C" "Approval of Mill Pond Park Parking Lot Reconstruction Project Bid" to item "A" 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 6-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-March 13, 2007 with Additional Disbursements of \$ 2,947.55 for Parks & Recreation Fund; and \$ 200.00 Trust & Agency.
- B. Receipt of Parks & Recreation Activities Report for March
- C. Receipt of Financial Summaries
- D. Receipt of After Audit January, February, and March Budget Printouts
- E. Receipt of Revised Board Members Contact Information Sheet
- F. Receipt of Township Board Meeting Minutes for February 27, 2007 (subject to board approval) and March 8, 2007 (subject to board approval)
- G. Receipt of Tentative April Calendar of Events

- H. Approval of Photography Bid Baseball, Softball and T-ball
- I. Receipt of Letter re: Audit Report from Township Auditors Pfeffer, Hanniford & Palka
- J. Receipt of Weed, Feed and Grub Control Memo
- K. Receipt of Memo re: Ranger 8621 Eaton Road
Receipt of Communications
1.

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

VII. OLD BUSINESS

A. Update for Clarkston Leadership Steering Committee

Director Tucker stated that the Steering Committee met on April 16, 2007 at 7:30 am at the Clarkston School Administrative Office. At that meeting she presented the number of brochures each organization send out currently. If a joint brochure is sent out for Clarkston Community Education, Independence and Springfield Townships there are potential cost savings. The savings would result from less brochures being sent out to duplicate residents. Director Tucker stated that she has contacted PrintComm, who is the current printing contractor for both Springfield Township Parks and Recreation and Independence Township Parks and Recreation, to receive a quote on how much it would cost to do a combined brochure.

On Thursday April 19, 2007 Director Tucker and Casey Arndt, Recreation Coordinator, will be meeting with representatives from Independence Township Parks and Recreation and Clarkston Community Education to discuss the possibility of doing a joint brochure for the fall.

Commissioner Hyer presented information on background checks to the Commission which she had presented to the Steering Committee on April 16, 2007. The basic goal is to align the background check policies and have the checks done through Clarkston Schools for Independence Parks and Recreation/Library and Springfield Township Parks and Recreation/Library. A system would have to be devised to accommodate the influx of individuals that would need to be put through this process.

Commissioner Vallad moved to add "Clarkston Leadership Steering Committee" as item "E" under Committee Reports. Commissioner Vallad was supported by Commissioner Baker. The motion carried by a 7-0 vote.

VIII. NEW BUSINESS

A. Approval of Mill Pond Parking Lot Reconstruction Project Bid

The Commissioners discussed several questions regarding the bid including the following:

- 1) How much to install/replace the parking blocks? \$ 50.00 each installed

- 2) What is the warranty from Mike Ottman Asphalt Paving L.L.C.? The warranty would be for two years, it is typically one but they are willing to give us two years.
- 3) Will the concrete pad save the Parks money on asphalt? If the concrete is done it will be a savings of \$612. That area was not included in the bid for asphalt.

Director Tucker pointed out that Trustee Hopper looked at the bid and Trustee Hopper stated that Mike Ottman Asphalt Paving L.L.C. was a reputable company and that the bid looked good.

Commissioner LaLone expressed concern about having “due diligence” clause for the road right-of-way. She described “due diligence” as taking proper care to contain work materials and debris at the worksite and take responsibility for any damages caused by spills of work materials on local roads. In addition, she would like to see us receive tear off sheets for the asphalt tonnage.

Commissioner LaLone inquired whether the 4” of asphalt installed meant 4” inches loose or rolled.

Director Tucker stated that it was 4” rolled.

The Commission discussed the concrete pad option that would be installed as an approach to the dumpster area.

Commissioner Vallad moved to hire Mike Ottman Asphalt Paving, L.L.C. for the Mill Pond Parking Lot Reconstruction project at an estimated cost of \$ 61,778.80 for the project that includes the removal and resetting of bumper blocks, pulverizing existing asphalt, removal of excess material, regrading and compacting then paving with 4” of MDOT # 1100 asphalt, stripping the parking lot and it also includes repairing the concrete dumpster pad. An additional cost could be incurred of \$.35 square feet for repair of unsuitable base material that would need to be repaired in excess of the 3,000 square feet that has already been estimated and included in the bid proposal costs. The Park Commission feels that the following should be included, in writing, in the notice to proceed as conditions: a “due diligence” clause, tear-off sheets for asphalt tonnage and the two year warranty. Commissioner Vallad was supported by Commissioner Hudson. The motion carried by a 7-0 vote.

B. Approval of Computer Bid

Commissioner Zemon-Parker asked Director Tucker why the computer was not being purchased with the Vista software because if we do not purchase the computer with Vista now we will have to get a Vista Reader patch.

Director Tucker indicated that our consultant, Resource Data Systems Corporation, advised that the new Vista software still had “bugs” that were being worked out in it and he would advise against getting it at this time. If in the future we ever did want to purchase the Vista software the computer would have enough memory to accommodate it. In addition, another reason to get the XP professional software is that all township computers currently operate on it.

Commissioner LaLone moved to approve the computer bid as presented by Resource Data Systems Corporation at a cost not to exceed \$ 1,100.00. Commissioner LaLone was supported by Commissioner Hudson. Vote on the motion: Yes: Baker, Hyer Hudson, LaLone, Parke, and Vallad; No: Zemon-Parker. The motion carried by a 6-1 vote.

C. 2008 Parks and Recreation Budget

Director Tucker stated that she will be beginning the budget process in May.

The Park Commission discussed the process that has been taken in the past and whether the process would be the same for this year.

Chairperson Parke suggested that Commissioner Vallad, Director Tucker and himself begin preparing an e-mail to the Township Board members letting them know that the Parks Department is beginning the budget process and would like to know if the Township Board would like to continue the process as they have in past years or if the Parks would be receiving a contribution number up front to work with.

Chairperson Parke also stated that at the May meeting the Park Commission would be discussing a budget amendment for the 2007 budget.

D. U.S. Fish and Wildlife Habitat Planting Project

Director Tucker summarized her memo on what was involved with the Habitat Planting Project. The prairie planting would be done just north of the ball fields at the Davisburg Road entrance of Shiawassee Basin Preserve. The original funding for this project has been canceled but Director Tucker has been working with U.S. Fish and Wildlife and they have been able to obtain another funding source to cover some of the costs associated with the project. The funding would cover half of the seeding of the area, one tilling, and one extra application of the herbicide. Parks and Recreation is responsible for covering half of the seeding and one application of herbicide. Director Tucker has been able to find a local farmer who will do the application of herbicide for \$ 25.00 an acre. Director Tucker would like to make sure that the Park Commission would like to proceed with the planting.

The planting will help to restore the habitat that was there prior to the property being used as an agricultural field and hopefully will increase the nesting bird population. In addition, it will help to eliminate some of the invasive species in the area.

Commissioner Vallad moved to partner with U.S. Fish and Wildlife to plant the ten acre habitat that is proposed in Director Tucker's April 17, 2007 memo. This project will be paid for partially by a grant from the U.S. Fish and Wildlife and the Park and Recreation portion will be \$ 1,240.00. Commissioner Vallad was supported by Commissioner LaLone. The motion carried by a 7-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$ 20,744.71 and Trust and Agency \$ 275.00. Commissioner Vallad was supported by Commissioner Baker. The motion carried by a 7-0 vote.

X. COMMITTEE REPORTS

A. Millage Investigation Committee

Director Tucker, Commissioner Baker and Commissioner Hyer discussed the seminar that they attended on March 23, 2007.

It was suggested that those that attended the seminar write up a report and send it to the Park Commission and Township Board members.

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 Rotary was sent the revised contract with checklist and it was communicated back to her that they found it satisfactory.

Director Tucker stated that the Piecemakers Quilting Group would like to meet with the committee. Director Tucker would like to have some dates from the Committee members as to when they are available to meet with the Piecemakers.

Director Tucker suggested that Rotary sign the revised contract and have the other community groups sign the revised contract in the New Year (2008).

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner LaLone stated that the Headwaters Trail canoe race is coming up soon. Also the dedication of the bridge in Holly will be next Friday, April 27, 2007. The bridge is to be dedicated the "Harding Stewart Mott II".

Commissioner Vallad asked how the Teen Hunt, the Easter Egg Hunt went and how registration for Baseball, Softball and T-ball are going.

Director Tucker indicated that the Easter programs went very well and the registration is still continuing for the older kids for baseball and softball. T-ball, Coach Pitch, and Boys 9 and 10 registrations are closed and we have waiting lists for them.

XIII. ADJOURNMENT

Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:46 pm. Commissioner Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: 7; No: None; Absent: None. The motion carried by a 7-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission