

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, August 14, 2007**

I. CALL TO ORDER

The August 14, 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
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Commissioners Absent

Annette Zemon-Parker with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "Memo from Supervisor Walls" as New Business item "D".

Add "Mill Pond Parking Lot" as Old Business item "C".

Add "Gate Keeping Discussion" as New Business "E".

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-July 10, 2007 with Additional Disbursements of \$7,452.30 for Parks & Recreation Fund and \$ 850.00 for Trust and Agency.
- B. Receipt of Parks & Recreation Activities Report for July
- C. Receipt of Financial Summaries

- D. Receipt of June and July Budget Printouts
- E. Receipt of Approved Township Board Meeting Minutes for June 14, 2007
- F. Receipt of Tentative August Calendar of Events
- G. Receipt of Letter to Mike Ottman paving L.L.C.
- H. Receipt of Letter to Kaleidoscope Foundation re: Food Service Establishment Inspection Report
- I. Receipt of Township Board Meeting Agenda for August 9, 2007
- J. Receipt of Memo re: Enzymes for Mill Pond
- K. Receipt of Revised 2007 Budget with Approved Amendments
- L. Receipt of Letter from Konica Minolta re: Copier Contract
- M. Receipt of Memo to Township Board re: 2006 Budget Reconciliation Report
- N. Receipt of Civic Center Cost Split

Receipt of Communications

- 1. Memo from Supervisor Walls Re: Semscope Publication

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

Commissioner Baker asked if in the letter regarding the copying machine if the company listed how much a new machine would be.

Director Tucker stated that the cost for a new machine was not listed. The Parks and Recreation staff would be happy to investigate our options.

VII. OLD BUSINESS

A. Approval of the Revised 2008 Parks and Recreation Budget Request

The Park Commission discussed the July 25, 2007 Township Board Budget Workshop meeting. At that meeting the Township Board indicated that they would like to see an additional \$10,000.00 allocated for fencing projects and that some members of the board felt that there would be more in the prior year fund than what was projected by the Commission.

Chairperson Parke stated that he had met with Treasurer Dubre to discuss the prior year fund situation. The Park Commission projection is based on expending all allocated funds for 2007 and that is why the prior year fund balance number is less than what the Township Board thinks it might be. Of course there is always a chance that the prior year fund could be more than what is expected because projects may come in under budget. Chairperson Parke stated it was his impression that the Township Board is comfortable with the Park Commission budgeting to utilize prior year fund balance for 2008. Though currently our 2007 fund balance plus deposits yet to come from the general fund minus expenditures that are budgeted for the remainder of the year may not demonstrate fund balance being as large as they are expecting, the Township Board is still comfortable with the Park Commission changing the budget to incorporate more prior year fund balance.

Chairperson Parke stated that he was comfortable with making the following two changes to the budget request for 2008: (1) Increase expenditures for fencing by an additional \$10,000.00, (2) increase utilization of prior year fund balance to bring the line item total to \$146,719.00.

Commissioner Vallad stated she also had talked with Treasurer Dubre about the prior year fund for the Parks and Recreation Fund budget. Commissioner Vallad concurred with Chairperson Parke's assessment of this budget situation. She also stated that she felt that it was very helpful to have the July budget printouts from the Township at the August meeting so the Commission could view the most recent budget numbers.

Commissioner LaLone moved to accept the Revised 2008 Parks and Recreation request as presented. Commissioner LaLone was supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke and Vallad; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

Commissioner Vallad stated she is concerned about using all the prior year fund monies and while she understands the necessity of it, she feels that the Park Commission needs to begin to look for alternate sources of funding for the 2009 budget year and beyond.

B. Operational Needs Assessment

The Park Commission discussed the operational needs assessment proposals that were received.

Director Tucker stated that if the Park Commission would be agreeable that she could meet with Landscape Architects and Planners and discuss their proposal and possible options to reduce the cost of the project.

Commissioners Baker, Hudson and Hyer indicated that they would attend the meeting with Director Tucker. It was suggested that if any of the other Park Commissioners had any suggestions or questions about the proposal that they e-mail that information to Director Tucker prior to the meeting.

The Commission agreed that this matter would be discussed at the September meeting.

C. Mill Pond Parking Lot

Commissioner Vallad wanted to express her concern about the parking lot and whether or not we received the amount of material that was suppose to be installed and if it was compacted to the density as stated in the bid. She wanted to know if we could get the parking lot tested to see if it was compacted as it should have been. Commissioner Vallad stated that she understands that there is a two year warranty with the company that installed the parking lot but her concern is that with the economy the way that it is a lot of companies are going out of business so a two year warranty would be a moot point.

Commissioner LaLone agreed that she thought it was a good idea if a company was hired to test the asphalt. She stated that she feels that density and compression is what needs to be tested.

Director Tucker asked how much she could spend on the testing.

The Commission stated that she could spend up to \$ 750.00.

VIII. NEW BUSINESS

A. Reassessment of Recreation Coordinator Wage per February Meeting Minutes

Chairperson Parke wanted to clarify if the funds to cover a wage increase were already in the budget.

Director Tucker stated that the funds were already in the budget.

Commissioner Vallad moved to increase the Recreation Coordinator wage to \$ 15.00 per hour based on merit. The pay increase is to begin on August 10, 2007. Commissioner Vallad was supported by Chairperson Parke. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke and Vallad; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

B. Approval to Seek Community Development Block Grant Funds for Invasive Plant Management Plan

The Commission discussed Director Tucker's memo for approval to seek Community Development Block Grant funds for an invasive plant management plan. Director Tucker would also like to look into CDBG funds for repairing the asphalt pathway near the Shiawassee Basin Preserve by the athletic fields.

Commissioner Hyer moved to approve the request to seek appropriate funds for the Invasive Plant Management and Barrier Free Funds for pathway repairs. Commissioner Hyer was supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke and Vallad; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

Commissioner LaLone asked if the pathway would have to be asphalt if the funds were available.

Director Tucker stated that she was unsure but she would be looking into it.

C. Letter to Planning Commission re: Proposed Rezoning of Shiawassee Basin Preserve

Director Tucker stated that the Planning Commission would be discussing the letter that was sent to them at their September 17, 2007 meeting.

D. Memo from Township Supervisor Walls

The memo from Supervisor Walls, dated August 13, 2007, inquired if the Park Commission would be in favor of a policy that would require local contractors and suppliers to register with the Township in order for them to have the opportunity to be notified of any projects or purchases that the Township is considering.

Park Commission stated that they felt that it would be a great idea to let local contractors/suppliers have the opportunity to bid on projects and a master bidders list would be very helpful.

Chairperson Parke stated that he thought one way to get the new policy out to business owners was to place a note in with the taxes so that business owners and contractors could check whether or not they would like to be placed on a bidders list for Township projects.

E. Gate Keeping Discussion

Commissioner LaLone stated that she had some concern with when the gates were being closed and opened. She stated that she had come by the parks in the evening and the gates were still open when it was already dark. She also stated that one Saturday morning she had been told that there had been a problem with the Shiawassee Basin Preserve not being opened by 8:00 am. Commissioner LaLone stated she could not close the gates because she does not have a gate key.

Director Tucker stated that the problem on the Saturday morning unfortunately happened when staff was busy rectifying a problem at one of the other parks and failed to get the Shiawassee Basin Preserve gate open on time. This problem has been addressed and will not be reoccurring. The other problem was looked into and dealt with.

The gate keeper policy states that the gates are to be closed one hour after sunset. That time frame was approved by the Park Commission and unfortunately an hour after sunset is dark.

Commissioner Parke indicted that he is satisfied with the current policy and believes that any changes would frustrate hunting patrons.

If any further issues arise from the gate situation, Director Tucker should be contacted directly.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$ 33,384.47 and Trust and Agency \$ 500.00. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke and Vallad; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

X. COMMITTEE REPORTS

A. Millage Investigation Committee

Commissioner Vallad moved to remove the Millage Investigation Committee from Committee Reports. Any further discussion about alternate funding will be an agenda item. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke and Vallad; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

B. Policies and Procedure Committee

None

C. Shiawassee Basin Preserve Rental Properties Committee

None

D. Non-Profit Community Group Committee

None

E. Clarkston Leadership Steering Committee

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner LaLone stated that she did her annual walk through of the parks. She felt that Mill Pond Park looked good. At Shiawassee Basin Preserve North the woodland trail needs to be trimmed. Shiawassee Basin Preserve South looked good. The new overlook looked good. The overlook will be easier to find in the future with signage. Green Lake Park looks good as well.

Commissioner Hudson stated that he had been working with Director Tucker on getting Pepsi to donate a cooler for the department for the concession stand during baseball and softball season. The cooler would have to be stocked with Pepsi products which the department could purchase at a discounted price.

Commissioner Baker stated she would like to see if there is a way for the department to track the numbers and types of phone calls that are being received and what and how long those services that we provide take. Having this information is a good way to highlight the amount of work that is being done with limited staff. Commissioner Baker also stated that she would not be at the September meeting.

Chairperson Parke thanked Commissioner LaLone for walking through the parks.

XIII. ADJOURNMENT

Commissioner LaLone moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:54 pm. Commissioner LaLone was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hudson, Hyer, LaLone, Parke and Vallad; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission