

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, December 12, 2006**

I. CALL TO ORDER

The December 12, 2006, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:06 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 (arrived at 7:10pm)
Ron Hudson
Kelly Hyer
Dot LaLone
Rich Parke

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Collin Walls, Township Supervisor

Commissioners Absent

Annette Zemon-Parker (absent with notification)
Jean Vallad (absent with notification)

IV. AGENDA REVISIONS AND APPROVAL

A. Under "New Business" Item I, add "2007 Discussion of Hart Community Center Parking Lot".

Commissioner Hyer moved to accept the agenda as revised. Commissioner Hyer was supported by Commissioner LaLone. The motion carried by a 4-0 vote.

V. PUBLIC COMMENT

Supervisor Walls apologized for his role, whatever it may have been, in the communication problem between the Park Commission and the Township Board and he would like the Park Commission and the Township Board to have a meeting in January to discuss any ongoing issues or problems. In addition, he also apologized for not forwarding on communications that were addressed to the Township Board but did in fact affect the Park Commission, and he will do his best to try to make sure that those types of communications get forwarded onto the Park Commission in the future. A better way of communicating needs to be found to keep things going because we all are in this together.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-December 12, 2006, 2006 with Additional Disbursements of \$ 2,203.52 for Parks & Recreation Fund; \$ 1,785.00 for Shiawassee Basin Preserve Fund and \$ 150.00 Trust & Agency.
- B. Receipt of Parks & Recreation Activities Report for November
- C. Receipt of October Budget Printouts
- D. Receipt of Township Board Meeting Minutes for September 26, 2006 & October 12, 2006
- E. Receipt of Tentative December Calendar of Events
- F. Receipt of Community Group Policy Agreement with Revisions
- G. Approval of 2007 Park Commission Meeting Dates
- H. Approval to Renew the 2006 Uniform Bid Prices for 2007 Season
- I. Receipt of Township Board Agenda for December 14, 2006

Commissioner Hyer moved to accept the consent agenda as presented with revisions to the meeting minutes. Commissioner Hyer was supported by Commissioner Hudson. The motion carried by a 5-0 vote.

VII. NEW BUSINESS

A. Parks and Recreation Spring and Summer Brochure

Director Tucker introduced Casey Arndt, the new Recreation Coordinator, to the Park Commission.

Ms. Arndt reviewed the information that was presented in her memo on the benefits of updating the brochure format and outsourcing the layout process.

Commissioner Hyer asked Ms. Arndt if the brochure was scaled down to a thirty-two page brochure, how many pages would be recreation content and how many pages would be need to be sold for advertisement?

Ms. Arndt stated that potentially eight of the pages would be advertisement and the remaining would be recreation content.

Commissioner Hyer stated that she has worked with Print Comm in the past and they do a very good job.

Commissioner Hyer moved that for the 2007 Spring and Summer Brochure that the Parks Commission contract with Print Comm of Flint for a 32 page brochure with a cost not to exceed \$ 12,458.00 per their quote dated November 13, 2006. In addition the goal is to sell eight pages of advertising. Commissioner Hyer was supported by Commissioner Baker. The motion carried by a 5-0 vote.

B. 2007 Park Commissioner Officers

Commissioner LaLone stated that she felt the Commission should continue with the current officers if those individuals would agree.

Those officers are currently:
Chairperson- Rich Parke
Secretary- Kelly Hyer
Treasurer- Jean Vallad

Commissioner LaLone moved that the Park Commission retain the 2006 officers for 2007. Commissioner LaLone was supported by Commissioner Hudson. The motion carried by a 5-0 vote.

C. Request from Davisburg Piecemakers Quilt Guild Regarding Storage Fees

The Park Commission discussed the Davisburg Quilters request that the Commission waive the storage fee for the hall closet that the group uses.

The Commissioners discussed whether the Quilters could do in-kind service in lieu of payment for the storage fees.

Director Tucker stated that all groups are given the option of doing in-kind service in lieu of payment for their use of the Hart Community Center.

Commissioner Baker stated the Commission appreciates their concerns but there is a list of activities that the members of the group could volunteer to perform in-kind service at or perhaps the group could donate a quilt for our department to raffle off at one of our events.

D. Employee Medical Contribution

The Commission reviewed Director Tucker's memo and the memos from Township Supervisor Walls.

Chairperson Parke moved that the Commission adopt the Township policy regarding employee medical contribution as outlined in Director Tucker's memo dated December 5, 2006. Chairperson Parke was supported by Commissioner LaLone. The motion carried by a 5-0 vote.

E. 2007 Wages and Salaries

Chairperson Parke moved to table 2007 Wages and Salaries to the January Meeting and if at the January meeting the Commission should make a decision to grant wage increases the increases will be made retroactive to January 1, 2007. Chairperson Parke was supported by Commissioner Baker. The motion carried by a 5-0 vote.

F. Approval of Shower Tower Bid Proposal

Only one bid proposal was received for the project and that bid came from Unity Construction. Director Tucker reviewed the bid specifications and the costs associated with the project and how much was budgeted for this project. The time of completion for this project will be dependent upon the weather.

Commissioner LaLone moved that the Commission award the contract for the Shower Tower Renovation at Mill Pond Park to Unity Construction for a cost not to exceed \$ 7,350.00. Commissioner LaLone was supported by Commissioner Hudson. The motion carried by a 5-0 vote.

G. Shiawassee Basin Preserve North Boundary Fencing

The Commission discussed the three bid proposals that were received. There has been some concern regarding clearing the area to place the fence.

Chairperson Parke asked if the decision had been made as to where the fencing would be installed.

Director Tucker stated that the location of the fence would be approximately the first thousand feet of the northeast boundary of the Shiawassee Basin Preserve.

Commissioner LaLone asked when Director Tucker would like to start this project.

Director Tucker stated that the sooner the better, one reason being that the price of steel will soon be going up.

Chairperson Parke asked how we will know exactly where, in that location, to put the fence.

Director Tucker stated that in the area that she would like the fence to begin there is an existing "farmer's stone fence" that our fence would have to go behind and is clearly on our property.

Commissioner LaLone asked if the boot camp could be utilized for this project for any clearing that may need to be done.

Director Tucker stated that was an option to investigate.

Chairperson Parke asked if the location of the fence would help to slow some of the trouble that we are having in that area of the park.

Director Tucker stated that it would begin to help.

Chairperson Parke moved to award the bid to Nationwide Fence and Supply at a cost not to exceed \$ 4,850.00 to be located at the northeast corner of the Shiawassee Basin Preserve. Chairperson Parke was supported by Commissioner LaLone. The motion carried by a 5-0 vote.

H. Revised Budget Formats

Chairperson Parke discussed that during the process of revising the budget format Director Tucker and Ms. Richmond had met with the township auditors and discussed some of the changes that they would like to see made to the budget format.

One major change to the budgets is that after the budgets are reformatted there will no longer be two separate budgets; the Shiawassee Basin Preserve Fund budget will be combined with the Park Fund budget.

Director Tucker stated that during the process not only was the Township Auditor consulted but the Township Clerk and Township Treasurer were also consulted to obtain their suggestions.

Commissioner Hyer moved to adopt the new budget format as revised and presented. Commissioner Hyer was supported by Commissioner Hudson. The motion carried by a 5-0 vote.

I. Mill Pond Park Parking Lot Repaving

Commissioner LaLone explained that her intent on placing this item on the agenda was to find out what the time line was for this project and whether the Township Engineer was going to be consulted for this project.

Director Tucker stated the Township Engineer could be consulted if the Commission so choose to. Director Tucker inquired as to how much the Commission would like to spend on the Engineer.

Chairperson Parke stated that we only had \$ 60,000.00 budgeted for this project.

Commissioner's LaLone and Baker stated that Director Tucker should seek out Township Supervisor Walls opinion on whether the Engineer would be necessary.

Director Tucker stated that the bid needs to begin in January.

The Commission stated that if the engineering service would be below \$ 750.00 then Director Tucker could proceed.

VIII. OLD BUSINESS

A. 2007 Park Fund and Shiawassee Basin Preserve Fund

Chairperson Parke discussed some changes to the proposed 2007 budget. Chairperson Parke asked if Ms. Arndt would be requiring two person medical coverage the full year or for just part.

Director Tucker stated that Ms. Arndt would only require the two person coverage for six months in 2007.

On the revenue side some of the changes discussed were:

- 1) Increasing Election Reimbursement line item by \$ 200.00
- 2) Increasing Cemetery Reimbursement line item by \$ 400.00
- 3) Decreasing Prior Year Fund Balance line item by \$ 5,086.00

Chairperson Parke moved for the 2007 budget to increase the Election Reimbursement line item by \$ 200.00 and increase Cemetery Reimbursement line item by \$ 400.00 for a new "Reimbursement Revenues" Cost Center total of \$600.00. In addition Prior Year Fund balance line item should be decreased by \$5,056.00 for a new line item total of \$ 119,438.00 and a new "Other Revenues" Cost Center total of \$ 493,238.00 and a new Revenue budget total of \$ 590,773.00. On the expense side under the "Commission Personnel" Cost Center decrease the Commissions line item by \$ 1,300.00 for a new line item total of \$ 5,000.00, giving the cost center a new total of \$ 7,787.00. Under the "Administration Personnel" Cost Center decrease the Hospitalization line item by \$ 3,786.00 for a new line item total of \$ 25,998.00, giving the cost center a new total of \$167,863.00. The new Expenditure total is \$ 590,773. Chairperson Parke was supported by Commissioner Hyer. 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 \$ 30,626.19, Shiawassee Basin Preserve at \$ 3,500.03 and Trust and Agency at \$ 450.00. Commissioner LaLone was supported by Commissioner Baker. The motion carried by a 5-0 vote.

X. COMMITTEE REPORTS

A. Millage Investigation Committee

Commissioner Hyer thanked Director Tucker for the millage information and stated that there was some great information in the packet that could be very beneficial.

B. Policies and Procedure Committee

Chairperson Parke recommended that the Committee compare the Township Board's updates to our current policies.

C. Shiawassee Basin Preserve Rental Properties Committee

Director Tucker stated that the quarterly reports were going well.

XI. PUBLIC COMMENT

None.

XII. COMMISSIONER COMMENT

Commissioner Baker stated that she appreciated Township Supervisor Walls visiting and talking about communication. Commissioner Baker also stated that per Supervisor Walls memo dated December 11, 2006 that the Parks Department Administrative Assistant and the Recreation Coordinator work forty hours a week versus the Township's thirty-five hours a week and they are doing a good job handling all the work.

Commissioner Hyer expressed thanks for the good job that the staff was doing.

Commissioner LaLone thanked Chairperson Parke and staff for their work on the budget reformatting. Commissioner LaLone also informed the Commission that the Headwaters Trail Committee got another grant.

Commissioner Hudson expressed to Chairperson Parke that he has been doing a good job.

Chairperson Parke would like to note that for the Township Board meeting on December 14, 2006 that the 2007 Park Fund budget is the first under the Old Business.

XIII. ADJOURNMENT

Commissioner Hudson moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 10:52 pm. Commissioner Hudson was supported by Commissioner Baker. Vote on the motion: Yes: 5; No: None; Absent: 2. The motion carried by a 5-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission