

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, January 10, 2006**

I. CALL TO ORDER

The January 10, 2006, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:04 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
Kelly Hyer
Dot LaLone
Rich Parke
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Brenda O'Connor
Don O'Connor

Commissioners Absent

Pat Deweese (absent with notification)
Ron Hudson (absent with notification)

IV. AGENDA REVISIONS AND APPROVAL

- A. Move "Consent Agenda" Item O, "Approval of Changing the February Meeting Date from February 7th to February 28th" to "New Business" Item A
- B. Move "Committee Reports" Springfield Township Parks and Recreation Master Plan Committee to "Old Business" Item A
- C. Move "Consent Agenda" Item K, "New Baseball and Softball Program Update to "Old Business" Item B
- D. Add "Old Business" Item C, "Park Ranger"

Commissioner Vallad moved to accept the agenda as revised. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hyer, LaLone, Parke, Vallad. No: None. Absent: Deweese, Hudson. The motion carried unanimously by 5-0 vote.

V. PUBLIC COMMENT

None.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes – December 13, 2005 with Additional Disbursements of \$2,742.15 for Parks and Recreation Fund and \$750.00 for Trust & Agency.
- B. Receipt of Director's Report for December
- C. Receipt of Financial Summaries
- D. Receipt of November Budget Printouts
- E. Receipt of Township Board Meeting Minutes for November 10, 2005
- F. Receipt of Tentative January Calendar of Events
- G. Approval of Increase Returned Check Fee Amount
- H. Approval of Letter from Linda Hegstrom of the Michigan Department of Natural Resources re: Shiawassee Basin Preserve
- I. Approval of Revised Expense Reimbursement Policy
- J. Approval of 2006 IRS Mileage Rate
- K. Approval of tabling the fencing of the Northern Boundary of Shiawassee Basin Preserve until the March 14th meeting
- L. Approval of Weed Harvesting Contract for the Mill Pond
- M. Approval of Funds for Attendance to the Michigan Recreation of Park Association 2006

Receipt of Communications

1.

Commissioner Vallad moved to accept the consent agenda as revised with total additional disbursements in the amount of \$2,665.74 for the Parks and Recreation Fund and \$600.00 for Trust & Agency. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hyer, LaLone, Parke, Vallad. No: None. Absent: Dewese, Hudson. The motion carried unanimously by 5-0 vote.

VII. OLD BUSINESS

A. Master Plan Committee Report

The Park Commission discussed the time line for approving the master plan. The master plan draft will be in the library for one month, will then be approved by the Park Commission, and finally will be passed on to the Township Board for a public hearing and approval.

Therefore, the Park Commission is considering moving the March meeting from the 14th to the March 7th. This will allow the Park Commission time to

approve the master plan immediately after its display at the library. The master plan is scheduled to be displayed in the library by January 13, 2006.

B. New Baseball and Softball Program Update

Commissioner LaLone indicated that she would like to see Parks and Recreation begin organizing the baseball and softball leagues immediately.

The Park Commission reviewed the baseball/softball information from Independence Township.

Director Tucker indicated that she would need to prepare bid specifications for equipment. Commissioner Parke requested that the DYAA Advisory Committee request that DYAA donate their equipment to Parks and Recreation.

The Park Commission also requested that Director Tucker put the information with regard to the baseball/softball teams on the cable channel.

C. Park Ranger

Director Tucker stated that Parks and Recreation was just waiting for information from the Township attorney before hiring the park ranger. Director Tucker already has a potential candidate for the position. Director Tucker was hoping to hear from the attorney by January 30, 2006.

Commissioner LaLone inquired as to whether the locks had been changed on the large rental home.

Director Tucker indicated that the Bud's Locks and Key, Inc. has ordered new parts for the locks and, therefore, changing them upon the arrival of the parts.

Chairperson Parke asked about the wood that was left at the rental home by the Brauers.

Director Tucker indicated that it was almost gone. She would be returning the Brauer's security deposit upon removal of the wood in its entirety.

VIII. NEW BUSINESS

A. Approval of Changing the February Meeting Date from February 7th to February 28th

The Commission discussed the time line for the Springfield Township Master Plan. It was decided that it would be more beneficial to change the March meeting date so that the Park Commission would be able to approve the

Master Plan and then have it placed on the March Township Board agenda for their approval.

Commissioner LaLone moved to change the March meeting from March 14 to March 7, 2006 for the purpose of approving the master plan. Commissioner LaLone was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hyer, LaLone, Parke, Vallad. No: None. Absent: Deweese, Hudson. The motion carried unanimously by 5-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$20,864.46, Shiawassee Basin at \$489.59 and Trust and Agency at \$300.00. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hyer, LaLone, Parke, Vallad. No: None. Absent: Deweese, Hudson. The motion carried unanimously by 5-0 vote.

B. Financial Summaries

Chairperson Parke requested that the summary for the Santa Luncheon be redone. He requested that future financial summaries will reflect the following:

- Items that are donated and used up should be shown as both a revenue and an expense. (For example: Volunteer time should be shown on both revenue and expenditure sides.)
- Cash should be shown as revenue, items purchased with this cash as expense.
- If an item is donated that becomes the property of Parks and Recreation and will be used again, it should be shown as revenue.

Commissioner Vallad moved to adopt these guidelines. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Hyer, LaLone, Parke, Vallad. No: None. Absent: Deweese, Hudson. The motion carried unanimously by 5-0 vote.

X. COMMITTEE REPORTS

A. DYAA Advisory Committee

Chairperson Parke indicated that he would like to be part of this Committee. He again expressed his interest in acquiring the old equipment from Davisburg Youth Athletic Association (DYAA) as well as some of their remaining funds.

Chairperson Parke was also interested in a copy of the old roster so that those families could be made aware of the new program.

Commissioner Vallad will be contacting the DYAA Committee members and requesting the roster.

B. Millage Investigation Committee

This committee is waiting for the joint meeting of the Township Board, Parks Commission and Library Board before taking any action.

C. Policies and Procedure Committee

The Policy and Procedure Committee handed out several updated pages of the manual for review. Any changes should be returned by January 23, 2006.

D. Shiawassee Basin Preserve Rental Properties Committee

There was no report.

XI. PUBLIC COMMENT

Mr. O'Connor indicated that he and his wife had been interested in seeing how the Park Commission meetings were run and were interested in what has been happening in the parks.

XII. COMMISSIONER COMMENT

Commissioner Baker indicated that she appreciated Supervisor Walls' review and comments with regard to the Master Plan.

Commissioner Hyer thanked the Park Commission and the staff for all their hard work lately.

Commissioner LaLone made the following comments:

- The Michigan Mountain Bike Association would be at Springfield Oaks on February 12, 2006.
- The Headwater Trails group was working on a survey of land at Shiawassee.
- There would be a sanctioned canoe race on May 21, 2006 from Holly to Fenton.
- A fish biologist from the DNR will be on the Shiawassee River mapping the watershed and doing a fish count.

Commissioner Vallad indicated that she liked the new meeting format and encouraged the Park Commissioners to continue to do their homework and be prepared for the Park Commission meetings.

Chairperson Parke stated that appreciated the job that the staff did on the lunch with Santa regarding the welcome but difficult problem of being sold out for this event. He felt that the staff turned this potential negative into a big positive.

XIII. ADJOURNMENT

Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:34 p.m. Commissioner Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Hyer, LaLone, Parke, Vallad. No: None. Absent: Deweese, Hudson. The motion carried unanimously by 5-0 vote.

Christy L. Deweese
Parks and Recreation Recording Secretary

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission