

**Springfield Township  
Parks & Recreation Commission Regular Meeting  
Tuesday, February 7, 2006**

**I. CALL TO ORDER**

The February 7, 2006, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:02 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

**Staff Present**

Jennifer Tucker

**Others Present**

Chris Green  
Allyn Ritthaler  
Fred Vandervoord  
Christina Phillips  
Jake Phillips

**Commissioners Absent**

Pat Deweese (absent with notification)  
Jean Vallad (absent with notification)

**IV. AGENDA REVISIONS AND APPROVAL**

- A. Add "Old Business" Item A, "Update on issue Raised by Auditor Regarding 8621 Eaton Road"
- B. Move "Consent Agenda" Item I, "Survey Northern Boundary" to "Old Business" Item B
- C. Add "New Business" Item B, "Review of Bid Documents for Mowing Contract"
- D. Add "New Business" Item C, "Approval of Prescribed Burn, Davis Lake Overlook Area of Shiawassee Basin Preserve"
- E. Move "Consent Agenda" Item S, "Hot Water Heater" to "New Business" Item D
- F. Add "Old Business" Item C, "Park Ranger"

**Commissioner Hyer moved to accept the agenda as revised. Commissioner Hyer was supported by Commissioner Baker. The motion carried unanimously by 5-0 vote.**

## **V. PUBLIC COMMENT**

Concerned parents raised issues related to the implementation of the new Youth softball and baseball program with the Park Commission. These concerns stem from information they have received through their affiliation with the Davisburg Youth Athletic Association (DYAA). The Park Commissioners took the opportunity to clear up misconceptions and express their commitment to providing a well-run, well-organized program for the youth of Davisburg.

Mr. Fred Vandervoord inquired as to why the baseball season was starting later this year and suggested that an explanation of the rationale might head-off numerous questions.

Director Tucker stated that the timing of the season was an effort to reduce the conflict with soccer season. In addition, Springfield Township will be partnering with Independence Township and their program takes place in the same time frame.

Chairperson Parke stated that he hoped that DYAA would consider donating their old baseball equipment to Parks and Recreation. In addition, Chairperson Parke expressed his hope that DYAA would continue to support youth athletics and would consider following through on their previous commitment to utilize some of their accumulated funds to improving the fields and other facilities. After all, these funds were raised for the purpose of providing recreation opportunities for the youth of the community.

Commissioner Baker thanked the parents for coming to the meeting to get their questions answered and clear the air.

## **VI. CONSENT AGENDA**

- A. Approval of Regular Meeting Minutes – January 10, 2006 with Additional Disbursements of \$4,092.90 for Parks and Recreation Fund; \$2,021.20 for Shiawassee Basin Preserve and \$1,000.00 for Trust & Agency.
- B. Receipt of Director's Report for January
- C. Receipt of Financial Summaries
- D. Receipt of December Budget Printouts
- E. Receipt of Township Board Meeting Minutes for December 8, 2005 and December 20, 2005
- F. Receipt of Tentative February Calendar of Events
- G. Receipt of Park Commission Rules of Procedure and Operation
- H. Approval of Waxing of the Hart Community Center Floors

- I. Approval of Rental of the Hart Community Center on December 24, 2006
- J. Approval of Weed, Fertilizer and Grub Treatment for Athletic Fields
- K. Approval of Spaghetti Dinner and Bake Sale Flyer
- L. Receipt of Tentative Schedule and List of Events and Programs for the 2006 Annual Brochure
- M. Approval of Request for Bid Proposal for 2006 Flyers
- N. Approval of Grand Blanc Printing Bid for the 2006 Annual Brochure
- O. Approval of Request for Bid Proposal for Baseball and Softball Equipment
- P. Receipt of Tentative Time Line for Baseball and Softball
- Q. Receipt of 2005 Annual Highlights
- R. Approval of Disbanding the Administration Contract for Aquatic Weed Management
- S. Receipt of Letter Linda Hegstrom of the Michigan Department of Natural Resources
- T. Receipt of Certificate of Appreciation from Freedom Works Opportunity
- U. Receipt of February 9, 2006 Township Board's Agenda

**Commissioner Hyer moved to accept the consent agenda as revised with total additional disbursements in the amount of \$4,092.90 for the Parks and Recreation Fund; \$2,021.20 for Shiawassee Basin Preserve and \$1,000.00 for Trust & Agency. Commissioner Hyer was supported by Commissioner Baker. The motion carried unanimously by 5-0 vote.**

## **VII. OLD BUSINESS**

### **A. Update on Issue Raised by Auditors Regarding 8621 Eaton Road**

Chairperson Parke explained that the Township's auditors have raised a concern regarding the proper treatment of the exchange of service for accommodations relative to the Park Ranger's occupancy of the house on 8621 Eaton Road. The value of the service provided needs to be shown as income by Parks and Recreation and the Ranger and the appropriate taxes must be paid.

Director Tucker is still researching options with regard to this situation.

### **B. Approval of Request for Bid Proposal for Surveying of the Northern Boundary of the Shiawassee Basin Preserve.**

Commissioner LaLone expressed her concern with regard to getting a bid proposal for the survey when Parks and Recreation has not yet received the budgeted money to do the survey.

Chairperson Parke suggested that Parks and Recreation use gps to survey the property themselves.

Commissioner LaLone also indicated that the property actually was purchased by the Township. In addition, there may have been a survey completed already at the time of purchase.

The Park Commission agreed that they would get the bids for the survey, but they are seriously considering doing their own survey in-house.

**Commissioner Baker moved that Parks and Recreation get bids for the surveying of the northern boundary of the Shiawassee Basin Preserve. Commissioner Baker was supported by Commissioner Hudson. The motion carried unanimously by 5-0 vote.**

## **VIII. NEW BUSINESS**

### **A. Discussion of Revenue Policy**

The Park Commission discussed the current revenue policy.

Chairperson Parke indicated that he did not agree with cutting all programs that didn't generate revenue in excess of costs because these programs may still provide a valuable service to the community.

Commissioner Hyer pointed out that the Parks and Recreation's mission statement indicates that our purpose is to provide services to the community.

Commissioner Baker suggested that Director Tucker evaluate programs that were not generating revenue and determine whether or not they were providing a legitimate service to the community prior to canceling them.

Chairperson Parke suggested that program fees should ideally be set at a level that is high enough to generate enough revenue to cover program costs yet low enough to encourage maximum participation.

Chairperson Parke also requested that the Recreation Coordinator review the current programs and consider the level of participation as compared to the fee charged. In addition, Chairperson Parke requested that other township's fees be researched. He would then like the Recreation Coordinator to recommend appropriate program fees.

The Park Commission felt strongly that non-residents should pay an additional fee for programs. The Park Commission requested that the Recreation Coordinator include her opinion on this matter in recommending appropriate program fees.

Chairperson Parke will start the policy update process by making the changes that he is concerned about. He will then pass the policy on to rest of the Park Commissioners to make any changes that they feel are important. The policy

will then be approved by the entire Park Commission after all of the suggested changes have been made.

**B. Review of Bid Documents for Mowing Contract**

**Commissioner LaLone moved that Parks and Recreation get bids for mowing. Commissioner LaLone was supported by Commissioner Baker. The motion carried unanimously by 5-0 vote.**

**C. Approval of Prescribed Burn at Davis Lake Overlook Area of Shiawassee Basin Preserve**

Director Tucker reviewed the proposal for the prescribed burn with the Park Commission. They have the opportunity to have this burn done for \$4,150.00. This amount is less than the budgeted amount.

Commissioner LaLone expressed extreme concern that the Township had yet to deposit the money from the Township general fund that had been allocated to Parks and Recreation and Shiawassee Basin Preserve accounts.

**Commissioner LaLone moved to approve the bid for the prescribed burn at the Davis Lake Overlook Area of Shiawassee Basin Preserve contingent upon at least a portion of the 2006 budget dollars being deposited into Parks and Recreation's bank account. Commissioner LaLone was supported by Commissioner Hyer. The motion carried unanimously by 5-0 vote.**

**D. Approval to Purchase the Required Hot Water Heater for Hart Community Center Kitchen License**

The Park Commission reviewed the bid for the hot water heater for the Hart Community Center.

**Commissioner Baker moved that Parks and Recreation purchase the required hot water heater for the Hart Community Center kitchen license based on Director Tucker's February 1, 2006 memo. Commissioner Baker was supported by Commissioner Hudson. The motion carried unanimously by 5-0 vote.**

**IX. TREASURER'S REPORT**

**A. Bills List**

**Commissioner Baker moved to approve payment of the bills as follows: Parks and Recreation at \$17,330.53 and Shiawassee Basin at \$269.79. Commissioner Baker was supported by Commissioner Hyer. The motion carried unanimously by 5-0 vote.**

## **X. COMMITTEE REPORTS**

### **A. DYAA Advisory Committee**

Director Tucker informed the Park Commission that DYAA Board Member, Cheryl Apple, was trying to get DYAA to donate their old baseball equipment to Parks and Recreation.

### **B. Millage Investigation Committee**

There was no report.

### **C. Springfield Township Parks & Recreation Master Plan Committee**

Chairperson Parke indicated that the Master Plan was currently being displayed in the library. Comments are due back from the Township on February 10, 2006.

### **D. Policies and Procedure Committee**

The revisions to the policy and procedure manual were approved under "Consent Agenda".

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

A letter had been sent to Linda Hegstrom with regard to the plan for the rental properties.

## **XI. PUBLIC COMMENT**

None.

## **XII. COMMISSIONER COMMENT**

Commissioner LaLone stated that there was a new naturalist in charge of the trails West Bloomfield Parks. In addition, Commissioner LaLone indicated that a survey had been completed at the take out point of the Shiawassee River in Holly.

## **XIII. ADJOURNMENT**

**Commissioner Baker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 9:51 p.m. Commissioner Baker was supported by Commissioner Hudson. The motion carried unanimously by 5-0 vote.**

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**Christy L. Deweese**  
**Parks and Recreation Recording Secretary**

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Jennifer Tucker, Director of Parks & Recreation

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Rich Parke, Chairperson of Park Commission