

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, July 11, 2006**

I. CALL TO ORDER

The July 11, 2006, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:03 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

Cathy Green

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

Cathy Green was appearing on behalf of her husband to dispute a previously made decision affecting him.

Director Tucker had written statements from two Parks and Recreation employees in regards to the incident on June 27, 2006.

The Park Commission supported Director Tucker's decision regarding this incident.

The Park Commission indicated the need to develop a code of conduct that would be signed by each parent before any child could play in the baseball/softball league. This code of conduct would also suggest guidelines for handling infractions.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes – June 13, 2006 with Additional Disbursements of \$16,377.28 for Parks and Recreation Fund; \$5,056.95 for Shiawassee Basin Preserve Fund and \$700.00 for Trust & Agency.
- B. Receipt of Director's Report for June
- C. Receipt of May Budget Printouts
- D. Receipt of Township Board Meeting Minutes for May 11, 2006
- E. Receipt of Tentative July Calendar of Events
- F. Receipt of July & August YAH Newsletter
- G. Receipt of Township Board's July 13, 2006 Agenda

Commissioner Vallad moved to accept the consent agenda as revised with total additional disbursements in the amount of \$16,377.28 for the Parks and Recreation Fund; \$5,056.95 for Shiawassee Basin Preserve Fund and \$700.00 for Trust & Agency. Commissioner Vallad was supported by Commissioner LaLone. The motion carried by 6-0 vote.

VII. OLD BUSINESS

A. Audit Issue for 8621 Eaton Road

Chairperson Parke reviewed his letter summarizing these issues with the Park Commission.

Chairperson Parke reiterated that due to the fact that Parks and Recreation was exercising supervision and control over the park ranger, she was an employee not a contractor. Therefore, payroll taxes should be withheld.

Commissioner Vallad stated that she would like to schedule a walk-through of the rental houses.

Chairperson Parke moved to implement the strategy outlined in his letter dated July 7, 2006. Chairperson Parke was supported by Commissioner Vallad. The motion carried by 6-0 vote.

B. Mill Pond Beach Operations

Director Tucker presented the Park Commission with an electrical bid for installing the emergency phone line.

Director Tucker also informed the Park Commission that the contractor was not offering any price breaks for installing two phones instead of one.

The Park Commission discussed the option of installing the emergency phone closer to the Hart Community Center where a concrete pad already exists. Even though there is already a concrete pad, an additional small pad would have to be installed.

After discussing the options, the Park Commission agreed to put the emergency phone near the Hart Community Center where there is currently a concrete pad. This option may reduce the amount of phone line necessary to reach the phone.

Chairperson Parke moved that the Park Commission authorized the installation of the emergency phone by the cement pad by the Hart Community Center at a cost not to exceed \$ 6,750.00 which is to include the price for the phone and the electric. Chairperson Parke was supported Commissioner Hyer. The motion carried by 6-0 vote.

C. 2007 Parks & Recreation and Shiawassee Basin Preserve Fund Budgets

Commissioner Vallad moved to submit the Parks and Recreation budget to the Township Board in the amount of \$587,000.00 for both revenue and expenditures. Commissioner Vallad was supported by Chairperson Parke. The vote on the motion: Yes: Baker, Hudson, Hyer, Parke, Vallad. No: LaLone. Motion carried by a 5-1 vote.

Commissioner Vallad moved to submit the Shiawassee Basin Preserve budget to the Township Board in the amount of \$70,000.00 for both revenue and expenditures. Commissioner Vallad was supported by Chairperson Parke. The vote on the motion: Yes: Baker, Hudson, Hyer, Parke, Vallad. No: LaLone. Motion carried by a 5-1 vote.

D. Financial Summaries and Baseball/Softball/T-Ball Financial Summary Draft

The Park Commission discussed the financial summaries and made some suggestions to improve the accuracy/understanding of program outcomes.

VIII. NEW BUSINESS

A. Tentative Schedule for 2006 Fall/Winter Brochure

Director Tucker suggested that Parks and Recreation hire Lisa LaLone as a contractor to do the work necessary to complete the 2006 Fall/Winter Brochure.

Commissioner Vallad moved to hire Lisa LaLone as a contract employee to design/create/administer the 2006 Fall/Winter Brochure. Commissioner Vallad was supported by Commissioner Baker. The motion carried by 6-0 vote.

B. Dog Training in the Park-Commissioner LaLone

Commissioner LaLone informed the Park Commission of a woman who had been using the park for field training her client's dogs. In addition, she had been telling residents to leave the park when they got in her way. Commissioner LaLone and a Parks and Recreation staff person also informed this non-resident patron that she would have to meet with the Park Commission for approval in order to schedule events in the park.

The Park Commission agreed that this was a problem. Director Tucker has spoken with this person and she was informed that she could not practice field training with her dogs in the park. In addition, all dogs had to be on a six-foot leash in the park per park rules.

C. Appointment of Park Commissioner to Fill Vacancy

Director Tucker indicated that she had someone who was interested in joining the Park Commission. This person will be forwarding a resume to Director Tucker.

Chairperson Parke indicated that he knew of someone who might be willing to fill the position as well.

Director Tucker will be contacting both individuals.

The Park Commission appointed a subcommittee to make a recommendation for the new Parks and Recreation Commissioner. This committee will include Commissioners Baker, Hudson and Hyer.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$28,951.75, Shiawassee Basin Preserve at \$3,740.50 and Trust and Agency at \$675.00. Commissioner Vallad was supported by Commissioner Hyer. The motion carried unanimously by 6-0 vote.

B. Budget Amendment

The following budget amendments were approved by the Springfield Township Parks Commission on July 11, 2006 at their regularly scheduled meeting.

For Park & Recreation Fund:

Revenue:

Increase "Other Govt. Reimb." Cost Center by: \$ 1,300.00

(Increase "CDA Reimbursement line item # 208008588 by \$ 1,300.00)

[New "CDA Reimbursement line item total: \$ 6,300.00]

New "Other Govt. Reimb." Cost Center Total: \$ 6,300.00

Decrease "Fees for Services" Cost Center by: \$ 6,720.00

(Decrease "Swim Lessons" line item # 208009651.071 by \$ 2,200.00)

[New "Swim Lessons" line item total: \$0.00]

(Decrease "Special Events" line item # 208009651.075 by \$ 1,400.00)

[New "Special Events" line item total: \$ 4,530.00]

(Decrease "Community Center Program" line item # 208009651.079 by \$ 4,520.00)
[New "Community Center Program" line item total: \$ 5,050.00]

(Decrease "Camps" line item # 208009651.082 by \$ 600.00)
[New "Camps" line item total: \$ 3,200.00]

(Increase "Baseball/Softball" line item # 208009651.083 by \$ 2,000.00)
[New "Baseball/Softball" line item total: \$ 9,650.00]

New "Fees for Services" Cost Center Total: \$ 50,280.00

Increase "Other Revenues" Cost Center by: \$ 5,700.00
(Decrease "Pavilion Rent" line item # 208010668 by \$ 300.00)
[New "Pavilion Rent" line item total: \$ 1,700.00]

(Increase "Contributions" line item # 208010675 by \$ 6,000.00)
[New "Contributions" line item total: \$ 14,000.00]

New "Other Revenues" Cost Center Total: \$ 465,083.00

New Revenue Total: \$ 537,663.00

Expenditure:

Decrease "Personnel" Cost Center by: \$ 24,110.00
(Increase "Senior Cook" line item # 208750702.050 by \$ 2,750.00)
[New "Senior Cook" line item total: \$ 2,750.00]

(Decrease "Maint. Asst. Salaries line item # 208750702.051 by \$ 9,750.00)
[New "Maint. Asst. Salaries" line item total: \$ 80,976.00]

(Decrease "Lifeguard" line item # 208750702.072 by \$ 27,393.00)
[New "Lifeguard" line item total: \$ 0.00]

(Increase "Donated Ranger Services" a new line item by \$ 7,000.00)
[New "Donated Ranger Services" line item total: \$ 7,000.00]

(Increase "Ranger Service" a new line item by \$ 5,389.00)
[New "Ranger Services" line item total: \$ 5,389.00]

(Increase "Program Attendant" line item # 208750702.085 by \$ 3,500.00)
[New "Program Attendant" line item total: \$ 13,500.00]

(Decrease "Instructors" line item # 208750704 by \$ 2,600.00)
[New "Instructors" line item total: \$ 9,400.00]

(Decrease "Employer's Social Security" line item # 208750715 by \$ 1,825.00)
[New "Employer's Social Security" line item total: \$ 18,677.00]

(Increase "Hospitalization" line item #208750720 by \$ 1,099.00)

[New "Hospitalization" line item total: \$ 27,575.00]

(Decrease "Instructor Services" line item # 208750810 by \$ 3,570.00)

[New "Instructor Services" line item total: \$ 12,010.00]

(Increase "Conferences-Dues, Etc./Maint" line item # 208750830.002 by \$ 200.00)

[New "Conferences-Dues, Etc./Maint" line item total: \$ 200.00]

(Increase "Conferences-Dues/Office Staff" line item # 208750830.080 by \$ 1,290.00)

[New "Conferences-Dues/Office Staff" line item total: \$ 1,495.00]

(Decrease "Lifeguard In-Service" line item # 208750830.081 by \$ 200.00)

[New "Lifeguard In-Service" line item total: \$ 0.00]

New "Personnel" Cost Center Total: \$ 324,523.00

Decrease "Operating" Cost Center by: \$ 5,300.00

(Increase "Office Supplies" line item # 208751726 by \$ 500.00)

[New "Office Supplies" line item total: \$ 2,800.00]

(Decrease "Special Events" line item # 208751751 by \$ 950.00)

[New "Special Events" line item total: \$ 3,400.00]

(Decrease "Camps" line item # 208751752 by \$ 200.00)

[New "Camps" line item total: \$ 800.00]

(Increase "Beach Supplies & Equipment" line item # 208751755 by \$ 3,350.00)

[New "Beach Supplies & Equipment" line item total: \$ 4,000.00]

(Decrease "Insurance & Bond" line item # 208751910 by \$ 8,000.00)

[New "Insurance & Bond" line item total: \$ 10,000.00]

New "Operating" Cost Center Total: \$ 62,750.00

Increase "Repair & Maintenance" Cost Center by: \$ 7,000.00

(Increase "Repair & Maintenance Parks" line item # 208754930 by \$ 7,000.00)

[New "Repair & Maintenance Parks" line item total: \$ 15,200.00]

New "Repair & Maintenance" Cost Center Total: \$ 18,900.00

Decrease "Other" Cost Center by: \$ 2,700.00

(Increase "Youth Activities" line item # 208755740 by \$ 6,000.00)

[New "Youth Activities" line item total: \$ 17,450.00]

(Decrease "Contractual Services" line item # 208755802 by \$ 8,700.00)

[New "Contractual Services" line item total: \$ 32,900.00]

New "Other" Cost Center Total: \$ 58,600.00

Increase "Supplies & Equip. Under \$ 10,000" Cost Center by: \$ 11,000.00
(Increase "New Equip. Under \$ 10,000" line item # 208758730 by \$ 7,000.00)
[New "New Equip. Under \$ 10,000" line item total: \$ 7,000.00]

(Increase "Projects" line item # 208758957 by \$ 4,000.00)
[New "Projects" line item total: \$ 7,000.00]

New "Supplies & Equip. Under \$ 10,000" Cost Center Total: \$ 15,500.00

Increase "Expense" Cost Center by: \$ 14,390.00
(Increase "Transfer Out-SBP Fund" line item # 208975999 by \$ 14,390.00)
[New "Transfer Out-SBP Fund" line item total: \$ 14,390.00]

New "Expense" Cost Center Total: \$ 14,390.00

New Expenditure Total: \$ 537,663.00

For Shiawassee Basin Preserve

Revenue:

Decrease "None" Cost Center by: \$ 25,450.00
(Decrease "Rents" line item # 275000667 by \$ 13,200.00)
[New "Rents" line item total: \$ 8,400.00]

(Decrease "Field Usage" line item # 275000667.001 by \$ 2,240.00)
[New "Field Usage" line item total: \$ 260.00]

(Increase "Pavilion Rent" line item # 275000667.002 by \$ 200.00)
[New "Pavilion Rent" line item total: \$ 200.00]

(Decrease "Cont. from Athletic Groups" line item # 275000675.001 by \$ 24,600.00)
[New "Cont. from Athletic Groups" line item (Rename Donated Services) total: \$ 5,400.00]

(Increase "Trans from P&R Fund" line item # 275000669.208 by \$ 14,390.00)
[New "Trans from P&R Fund" line item total: \$ 14,390.00]

New "None" Cost Center Total: \$ 79,050.00

Decrease "Other Local" Cost Center by: \$ 250.00
(Decrease "Programs" line item # 275005671 by \$ 250.00)
[New "Programs" line item total: \$ 2,725.00]

New "Other Local" Cost Center Total: \$ 2,725.00

New Revenue Total: \$ 81,775.00

Expenditures for Shiawassee Basin Preserve

Increase "General Services" Cost Center by: \$ 7,500.00

(Decrease "Contractual Services" line item # 275289802 by \$ 6,000.00)

[New "Contractual Services" line item total: \$ 23,000.00]

(Decrease "Repair & Maintenance" line item # 275289930 by \$ 2,000.00)

[New "Repair & Maintenance" line item total: \$ 2,000.00]

(Increase "Operating Multipurpose bldg" line item # 275289740 by \$ 2,000.00)

[New "Operating Multipurpose bldg" line item total: \$ 3,775.00]

(Increase "Projects & Supplies Under \$ 10,000" line item # 275289957 by \$ 13,500.00)

[New "Projects & Supplies Under \$ 10,000" line item total: \$ 20,500.00]

New "General Services" Cost Center Total: \$ 80,525.00

Decrease "Other" Cost Center by: \$ 200.00

(Decrease "Programs" line item # 275755740 by \$ 200.00)

[New "Programs" line item total: \$ 1,250.00]

New "Other" Cost Center Total: \$ 1,250.00

Decrease "Capital Outlay" Cost Center by: \$ 33,000.00

(Decrease "Building & Grounds" line item # 275771970 by \$ 30,000.00)

[New "Building & Grounds" line item total: \$ 0.00]

(Decrease "Contingency-Cap. Outlay" line item # 275771989 by \$ 3,000.00)

[New "Contingency-Cap. Outlay" line item total: \$ 0.00]

New "Capital Outlay" Cost Center Total: \$ 0.00

New Expenditure Total: \$ 81,775.00

Commissioner Vallad moved to approve the budget amendment as presented with the date of July 11, 2006. The new revenue and expenditure totals for the 2006 Parks and Recreation budget is \$537,663.00. Commissioner Vallad was supported by Commissioner Baker. The motion carried unanimously by 6-0 vote.

Commissioner Vallad moved to approve the budget amendment as presented with the date of July 11, 2006. The new revenue and expenditure totals for the 2006 Shiawassee Basin Preserve budget is \$81,775.00. Commissioner Vallad was supported by Commissioner Baker. The motion carried unanimously by 6-0 vote.

X. COMMITTEE REPORTS

A. DYAA Advisory Committee

Commissioner Vallad moved to remove the DYAA Advisory Committee from the agenda. Commissioner Vallad was supported by Commissioner Hyer. The motion carried unanimously by 6-0 vote.

B. Millage Investigation Committee

Chairperson Parke indicated that the library was working on their millage. He also stated that the members of the Parks and Recreation millage committee could benefit from contacting the library millage committee and getting information from them.

C. Policies and Procedure Committee

The Park Commission requested that a policy be created that established a process for dealing with individuals that break park rules.

D. Shiawassee Basin Preserve Rental Properties Committee

There was no report.

XI. PUBLIC COMMENT

None.

XII. COMMISSIONER COMMENT

Commissioner Baker wanted to draw attention to the fact that the Park Commission was making an exceptional effort in managing the budget.

Commissioner LaLone indicated that Headwater Trails had just gotten a grant.

Chairperson Parke stated that the grass and the painting at the multi-purpose facility looked great.

XIII. ADJOURNMENT

Commissioner Baker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 10:45 p.m. Commissioner Baker was supported by Commissioner Hudson. The motion carried unanimously by 6-0 vote.

Christy L. Deweese
Parks and Recreation Recording Secretary

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission