

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, January 10, 2012**

I. CALL TO ORDER

The January 10, 2012 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:36 p.m. by Chairperson Vallad at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Lisa Christensen
Dot LaLone
Anne Loncar
Annette Zemon-Parker
Jean Vallad
Darryl Wendt

Staff Present

Jennifer Tucker

Others Present

Judy Hensler

Commissioners Absent

Diane Baker with notification

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –December 13, 2011 with Additional Disbursements of \$16,500.56 for the Parks & Recreation Fund and \$ 300.00 for Trust & Agency
- B. Approval of Special Meeting Minutes – November 30, 2011
- C. Receipt of Activities Report for December
- D. Receipt of Financial Summaries
- E. Receipt of November Budget Printouts
- F. Receipt of Approved Township Board Meeting Minutes for November 10, 2011

- G. Receipt of Young At Heart Active Adults January and February 2012 Newsletter
- H. Receipt of Letter from Kathleen Rollins dated December 19, 2011
- I. Receipt of Spaghetti Dinner Flyer
- J. Receipt of 2012 MRPA Annual Conference Informative Flyer

Receipt of Communications

- 1. Memo from Township Supervisor Walls dated January 4, 2012 re: Information

Commissioner Loncar had two comments about the financial summaries. The comments pertained to the Fishing Derby and the Farmers' Market summaries. She wondered at what point the Commission decides not to offer a program any longer. She feels that the Farmers' Market needs to be given some more time to establish itself, since it was only the first year for the market.

Chairperson Vallad stated that this is a conversation that she has had before with staff about other programs. Chairperson Vallad stated that ultimately the Park Commission has to make the decision as to which programs will continue and which ones will be eliminated.

Chairperson Vallad moved to accept the consent agenda as presented. Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

VII. OLD BUSINESS

A. Discussion of Computer Purchases

Director Tucker stated that at the December meeting the Park Commission had discussed the purchase of the new computers for the office. Four computers were ordered and then received and installed in early January, 2012. It was necessary to order the four computers for the RecPro software installation. Director Tucker reviewed her memo in which she highlighted the need to purchase one more additional computer, an additional monitor, a printer that will be compatible with the network and some additional software. There will also be some set up costs associated with this next set of purchases. The costs for these additional purchases would be \$3,876.15. Not included in the memo was a sixth computer for the Park Maintenance Supervisor and a laptop. Director Tucker felt that these items can wait and be purchased at a later date.

Chairperson Vallad moved to authorize Director Tucker to purchase one additional computer tower, six hours for the installation and set up for the equipment plus the RecPro Software installation, one color network printer, one monitor with incidental cables, and the software that Director Tucker had listed in her memo, which is Print Shop, Publisher and McAfee for multiple computers at a cost not to exceed \$ 3,000.00. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

VIII. NEW BUSINESS

A. Discussion of RecPro Software Purchase

Director Tucker stated that the bid that was included in the Park Commission packets is the original bid that she received from RecPro when she began compiling the 2012 budget. The company has agreed to honor their bid, which is dated May 3, 2011.

Director Tucker stated that the price breakdown could be found on page ten and eleven of the bid. On those pages it shows that RecPro software with all the necessary modules would cost \$13,000.00, and that is including the incentive discount that the company is offering. The training will cost an additional \$ 1,800.00 and potentially \$ 1,030.00 for different items that will be necessary in order to have on-line registration. Director Tucker stated that out of the \$1,030.00 there is a possibility that \$ 500.00 of it could be waived depending on which credit card company the Department uses. The most it would cost for the software, training and on-line registration fees is \$ 15,830.00.

The Commission asked Director Tucker several questions regarding to the on-line registration and payment processing. Director Tucker informed the Park Commission that the on-line registration information would be secured through the SSL Certificate.

Chairperson Vallad stated that she would like to remind the Commission that there will be a yearly charge of \$ 3,000.00 for "annual support" for the software.

Chairperson Vallad moved to authorize Director Tucker to purchase the RecPro Software as it is outlined in the bid dated May 3, 2011 for a total of \$ 13,000.00 and an additional \$1,800.00 to purchase RecPro Training as outlined in the same bid. The May 3, 2011 bid prices are being honored through the end of January 2012. Chairperson Vallad was supported by Commissioner Loncar. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Chairperson Vallad moved to authorize Director Tucker to administer the on-line registration and the associated fees attached to that for use of the RecPro Software at a cost not to exceed \$1,030.00. Chairperson Vallad was supported by Commissioner Loncar. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

B. Letter from Current Tenant at 8625 Eaton Road

Director Tucker stated that the tenant at 8625 Eaton Road has informed her that he will be vacating the property at the end of January. Director Tucker wished to clarify with the Park Commission that they still wanted her to rent the house again. If that is their wish then she will begin the process of finding a new tenant. Director Tucker stated that if the house is difficult to rent the Commission might want to consider having an intern live in the house in lieu of paying said intern a salary.

Director Tucker stated there are some items that will need to be cleaned up and fixed once the tenant has vacated the property.

Chairperson Vallad asked if the Department was up to date with that property with the purchase agreement with MDNR.

Director Tucker stated, no, not at this time since the conversion has not been completed. The conversion is necessary to place the restrictions that are currently on 8625 Eaton Road on to another piece of Park property per the original purchase agreement with MDNR. Director Tucker pointed out that now that the Township owns the Wilderness Property it may be possible to do the conversion process with that piece of property.

Commissioner LaLone stated that in her opinion the Commission should use the Wilderness Property for the conversion, if it is allowable under the terms of grant which it was purchase with. The current floor plan of the house is not really adaptable to be used as a multipurpose building for classrooms, etc. She believes it should be left as a rental for a little longer.

Director Tucker felt that there should be a committee formed again for interviewing potential tenants.

Chairperson Vallad moved to authorize Director Tucker to advertise for a home to rent at 8625 Eaton Road with the rent remaining the same at \$ 750.00 per month. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Christensen, LaLone, Loncar, Vallad and Wendt; No: Zemon-Parker; Absent: Baker. The motion carried by a 5-1 vote.

Further Discussion

Commissioner Zemon-Parker wanted to know if, with the current economy, the rent would be too high.

Chairperson Vallad stated that when the house was up for rent a little over a year ago it was comparable to other properties that were for rent.

Commissioner Wendt suggested that the price may have to be lowered if there is not much interest shown in the house.

The Park Commission then discussed who would be willing to be on the rental house committee. The committee members would have to sit in on the interviews for any potential tenants.

The committee will be comprised of Chairperson Vallad and Commissioner Loncar with Commissioners Christensen and LaLone acting as alternates.

***** As these meeting minutes went to print it has become necessary to clarify the information within the motion the current rent is \$ 750.00 with a pet or \$ 725.00 without a pet.

X. TREASURER'S REPORT

Chairperson Vallad moved to add "Budget Amendment" as item "B" under Treasurer's Report. Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 23,749.34 and Trust and Agency at \$ 150.00. Commissioner Christensen was

supported by Chairperson Vallad. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

B. Budget Amendment

Chairperson Vallad moved to accept the following budget amendment per Director Tucker's memo dated January 10, 2012. Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Revenue

Increase the Other Revenue Cost Center by \$ 4,800.00

Increase Prior Year Fund Line Item by: \$ 4,800.00

New Prior Year Fund Line item total is: \$ 4,800.00

New Other Revenue Cost Center total is: \$ 47,600.00

TOTAL REVENUE: \$ 582,976.00

Expenditure

Increase Capital Outlay Cost Center by \$ 4,800.00

Increase Capital Outlay Equipment Line Item by: \$ 4,800.00

New Capital Outlay Equipment Line Item total is: \$ 23,500.00

New Capital Outlay Cost Center total is: \$ 23,500.00

TOTAL EXPENDITURE: \$ 582,976.00

XI. COMMITTEE REPORTS

A. Policy & Procedure

None

B. SBP Athletic Field Construction

None

XII. PUBLIC COMMENT

Judy Hensler stated that the Township Board is now using the Oakland Press as their official publication since the Clarkston News is no longer covering Springfield Township on a regular basis and they have also raised their advertising rates.

XIII. COMMISSIONER COMMENT

Commissioner Christensen wished everyone a Happy New Year.

Commissioner Loncar wished everyone a Happy New Year and was wondering how the pesticide class went.

Director Tucker stated that the class went well but both the Township and Parks employees who attended the class have not taken their test yet.

Commissioner LaLone was wondering when the staff would be going to the MRPA.

Director Tucker stated that it would be before the next meeting on February 7th, 8th, 9th. She will be presenting at a session on Friday, February 9th on the topic of Stewardship.

Chairperson Vallad was wondering what was happening with the Spaghetti Dinner.

Director Tucker stated that they are still looking for volunteers for that evening.

Chairperson Vallad stated that at the February meeting she would like to have Mobile Communications on the agenda to see how everything is working out, how much the Department is paying, how much the staff is paying, etc.

IVX. ADJOURNMENT

Commissioner Wendt moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 7:25 pm. Commissioner Wendt was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission