

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, November 8, 2011**

I. CALL TO ORDER

The November 8, 2011 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:34 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

Diane Baker
Lisa Christensen
Anne Loncar
Annette Zemon-Parker
Jean Vallad
Darryl Wendt

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Judy Hensler
Pete Moreau

Commissioners Absent

Dot LaLone with notification

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

Judy Hensler stated that it was very effective to have so many Park Commission members at the last Township Board Budget Workshop.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –October 11, 2011 with Additional Disbursements of \$4,717.85 for the Parks & Recreation Fund and \$ 150.00 for Trust & Agency
- B. Receipt of Activities Report for October
- C. Receipt of October Budget Printouts
- D. Receipt of Approved Township Board Meeting Minutes for September 8, 2011
- E. Receipt of Young At Heart November and December 2011 Newsletter

- F. Approval of 2012 Meeting Dates and Times
- G. Receipt of Memo dated October 19, 2011 re: Returning Photography Contractor for 2012 Athletics
- H. Approval of Request for Bid Proposal for Athletic Uniforms for the 2012 season
 - Receipt of Communications

1.

Commissioner Baker removed "Financial Summaries" from the Consent Agenda and put under Old Business item "B".

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

VII. OLD BUSINESS

A. Approval of Revised 2012 Parks and Recreation Fund Budget and 2012 Wilderness Budget

Director Tucker went over the revisions that were necessary to the budgets after the Township Board Budget Workshop, which was held on October 25, 2011.

Commissioner Loncar move to approve the 2012 Park Fund Budget and the 2012 Wilderness Budget as presented at the November 8, 2011 meeting. The 2012 Park Fund Budget revenue and expenditure totals are \$ 578,176.00 and the 2012 Wilderness Budget revenue and expenditure totals are \$ 1,000.00. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: LaLone. The motion carried by a 6-0 vote.

Further Discussion

Commissioner Baker inquired what would happen if the tax collection amount that is currently budgeted for in the revised budget was actually less, would it effect the Department getting the software and computer equipment that is budgeted.

Several Commissioners pointed out that the budgeted amount of \$ 410,000.00 was a conservative number and it would not stop the Department from getting the software and computer equipment. Those items will be purchased with the funds from the General Fund Contribution.

B. Financial Summaries

Commissioner Baker wanted to have a discussion with the other Commissioners about the financial summaries. She was wondering if they could have a page with a running total for the month with the increase or decrease for the programs over that for the year.

Director Tucker wondered if this would be for the sake of using less paper.

Commissioner Christensen wondered if what Commissioner Baker was wanting was an at a “glance sheet”.

Commissioner Baker stated that in the past there had been discussions about certain amount of funding coming from revenue that we make from our programs and events. For her, she would like to have a running tally so that she can see where the Department is at.

Chairperson Vallad stated that you can see that information in the budget.

Chairperson Vallad asked if Commissioner Baker was more interested in seeing monetary numbers versus participation numbers.

Commissioner Zemon-Parker stated that the two go hand in hand.

Commissioner Baker stated that her main concern was seeing a running tally and that she would be more than happy to help with setting up an excel spreadsheet.

Chairperson Vallad brought up the fact that if Commissioner Baker is wanting to see the revenue per month per program it is not going to be an accurate depiction since people can sign up for programs and events months in advance.

After further discussion it was decided that no changes would be made to the financial summaries until after the new software is up and running. The new software should make it easier to compile the information that Commissioner Baker is looking for.

VIII. NEW BUSINESS

A. 2012 Officers to be Elected at the December 13, 2011 Meeting

Director Tucker wanted to remind the Park Commissioner members that at the December meeting they would need to be electing officers for 2012.

B. Trail Maps for Master Plan

In her September 2, 2011 e-mail, Director Tucker informed the Park Commission that the Township Board had allocated \$ 1,200.00 more from the Community Development Block Grant Funds to be used toward the Springfield Township Parks and Recreation Master Plan. These additional funds can be used toward trail mapping for the Shiawassee Basin Preserve.

Director Tucker would like to compile the plan by actually going out into the park to see exactly where the trails should be and as we implement them they would then be added to the map. The map would be a living document that will be changed as trails are added to the park.

Director Tucker recommended accepting McKenna and Associates estimate of \$ 1,300.00 with a \$ 71.00 per hour fee for further revisions.

Commissioner Zemon-Parker moved to take the balance of the Community Development Block Grant Funds to complete the Master Plan with any additional monies to be used toward trail planning with the total amount not to exceed the current Community

Development Block Grant Fund balance. Commissioner Zemon-Parker was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: LaLone. The motion carried by a 6-0 vote.

C. Approval of Request for Bid Proposal for Computers

The Park Commission reviewed the request for bid proposal. The Commissioners had a few changes to the request.

Chairperson Vallad moved to have Director Tucker go out for bids for the computer hardware with the included revisions. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: LaLone. The motion carried by a 6-0 vote.

D. 2012 Spring Baseball Tournament

The Park Commission reviewed a proposal from Todd VanGilder, coach of the North Oakland Crush. Mr. VanGilder's team currently rents the Shiawassee Basin Preserve baseball fields for their season. Mr. VanGilder is proposing a U8-U14 baseball tournament the weekend of April 13-April 15, 2012 at the four Shiawassee Basin Preserve ball fields and the two Shultz Park fields.

Director Tucker stated that while she is very interested in the proposal she does have a few concerns the first one being the proposed date is very early in the season and there is the potential that the fields will not be completed. Secondly, with it being so early in the season there is also the matter of the restroom facilities being opened for the tournament.

Director Tucker stated that the proposal has definite potential but she wanted to point out to the Park Commission that the Recreation Coordinator could not add another large undertaking to her already full plate.

Commissioner Baker wondered if an intern could be used to assist with the tournament.

Director Tucker stated that it was something to look into.

Commissioner Wendt wondered if we could utilize the current staff for the tournament.

Commissioner Loncar stated that she was concerned about the fields being completed.

Commissioner Wendt said that he was concerned about that as well.

After further discussion, the Park Commission agreed that April of 2012 would not work, but they requested that Director Tucker suggest doing a tournament in the fall of 2012 or in the Spring of 2013 instead.

X. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 27,276.52 and Trust and Agency at \$ 150.00. Commissioner Christensen was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: LaLone. The motion carried by a 6-0 vote.

B. Budget Amendment

Director Tucker presented the Park Commission with an amendment that would make sure that each cost center was balanced for the remainder of the year.

The Park Commission discussed the options of getting all the fencing and backstops done this year for the new ball fields. To accommodate this goal the Park Commission revised the budget amendment to include the funds necessary for this portion of the project.

Expenditure:

Increase “Repair & Maintenance” Cost Center by **\$ 1,000.00**
 (Increase “Repair & Maintenance Parks” line item # 211-754-931 by \$ 1,000.00)
[New “Repair & Maintenance Parks” line item total: \$7,000.00]
(Previous line item total: \$ 6,000.00)

New “Repair & Maintenance” Cost Center Total: **\$ 20,100**
(Previous “Repair & Maintenance” Cost Center total: \$19,100.00)

Increase “Supplies & Equipment Under \$10,000” Cost Center by **\$ 8,260.00**
 (Increase “Equipment Under \$ 10,000” line item # 211-758-730 by \$ 5,775.00)
[New “Equipment Under \$ 10,000” line item total: \$8,925.00]
(Previous “Equipment Under \$ 10,000” line item total: \$3,150.00)

(Increase “Projects Under \$ 10,000” line item # 211-758-736 by \$ 2,485.00)
[New “Projects Under \$ 10,000” line item total: \$ 10,165.00]
(Previous “Projects Under \$ 10,000” line item total: \$ 7,680.00)

New “Supplies & Equipment Under \$ 10,000” Cost Center Total: **\$ 19,090.00**
(Previous “Supplies & Equipment Under \$ 10,000” Cost Center total: \$ 10,830.00)

Increase “Capital Outlay” Cost Center by **\$ 22,948.00**
 (Increase “Mill Pond Park” line item # 211-795-973 by \$ 385.00)
[New “Mill Pond Park” line item total: \$70,385.00]
(Previous “Mill Pond Park” line item total: \$ 70,000.00)

(Increase “SBP” line item # 211-795-976 by \$ 22,563.00)
[New “SBP” line item total: \$ 37,563.00]
(Previous “SBP” line item total: \$ 15,000.00)

New “Capital Outlay” Cost Center Total: **\$ 127,948.00**
(Previous “Capital Outlay” Cost Center total: \$ 105,000.00)

Decrease “Maintenance Personnel” Cost Center by **\$ 14,165.00**
 (Decrease “Park Maintenance Supervisor” line item # 211-760-702 by \$11,900.00)
[New “Park Maintenance Supervisor” line item total: \$ 26,976.00]
(Previous “Park Maintenance Supervisor” line item total: \$ 38,876.000)

(Decrease "Retirement" line item # 211-760-718 by \$ 1,265.00)
[New "Retirement" line item total: \$ 1,188.00]
(Previous "Retirement" line item total: \$ 2,453.00)

(Decrease "Hospitalization" line item # 211-760-720 by \$ 1,000.00)
[New "Hospitalization" line item total: \$ 17,256.00]
(Previous "Hospitalization" line item total: \$ 18,256.00)

New "Maintenance Personnel" Cost Center Total: \$ 101,647.00
(Previous "Maintenance Personnel" Cost Center total: \$ 115,812.00)

Decrease "Administration Personnel" Cost Center by \$ 9,543.00
(Decrease "Hospitalization" line item # 211-759-720 by \$ 9,543.00)
[New "Hospitalization" line item total: \$28,401.00.00]
(Previous "Hospitalization" line item total: \$ 37944.00)

New "Administration Personnel" Cost Center Total: \$ 181,891.00
(Previous "Administration Personnel" Cost Center total: \$ 191,434.00)

Decrease "Baseball/Softball" Cost Center by \$ 5,500.00
(Decrease "Baseball Coordinator" line item # 211-765-702 by \$ 1,800.00)
[New "Baseball Coordinator" line item total: \$ 2,200.00]
(Previous "Baseball Coordinator" line item total: \$ 4,000.00)

(Decrease "Site Supervisor" line item # 211-765-703 by \$ 1,200.00)
[New "Site Supervisor" line item total: \$ 300.00]
(Previous "Site Supervisor" line item total: \$ 1,500.00)

(Decrease "T-ball Uniforms" line item #211-765-731 by \$ 900.00)
[New "T-ball Uniforms" line item total: \$ 1,900.00]
(Previous "T-ball Uniforms" line item total: \$2,800.00)

(Decrease "Baseball/Softball Uniforms" line item # 211-765-732 by \$ 1,600.00)
[New "Baseball/Softball Uniforms" line item total: \$ 4,400.00]
(Previous "Baseball/Softball Uniforms" line item total: \$ 6,000.00)

New "Baseball/Softball" Cost Center Total: \$ 19,380.00
(Previous "Baseball/Softball" Cost Center total: \$ 24,880.00)

Decrease "Consultant/Contractor" Cost Center by \$ 3,000.00
(Decrease "Aquatic Weed Control" line item # 211-768-806 by \$ 2,100.00)
[New "Aquatic Weed Control" line item total: \$ 2,400.00]
(Previous "Aquatic Weed Control" line item total: \$ 4,500.00)

(Decrease "Grub & Weed Control" line item # 211-768-807 by \$ 900.00)
[New "Grub & Weed Control" line item total: \$ 2,500.00]
(Previous "Grub & Weed Control line item total: \$ 3,400.00)

New "Consultant/Contractor" Cost Center Total: \$ 63,660.00
(Previous "Consultant/Contractor" Cost Center total: \$ 66,660.00)

Expenditure Total: \$ 670,656.00
(Previous Expenditure Total: \$ 670,656.00 ~ NO CHANGE)

Chairperson Vallad moved to accept the budget amendment as revised with Expenditure total of \$ 670,656.00. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: LaLone. The motion carried by a 6-0 vote.

XI. COMMITTEE REPORTS

A. Policy & Procedure

None

B. SBP Athletic Field Construction

XII. PUBLIC COMMENT

None

XIII. COMMISSIONER COMMENT

Commissioner Christensen stated that the staff did a good job on the Heritage Festival and Trick or Treat Trail.

Commissioner Baker stated she thought everyone was doing a good job in meeting the revenue projections and she is very excited about all the potential with adding the new fields and the new computer hardware and software. Good job to the staff on everything.

IVX. ADJOURNMENT

Chairperson Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:10 pm. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: LaLone. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission