

**Springfield Township  
Parks & Recreation Commission Regular Meeting  
Tuesday, December 14, 2010**

**I. CALL TO ORDER**

The December 14, 2010 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:35 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

**Staff Present**

Jennifer Tucker

**Others Present**

Robert Eggers, Spicer Group  
Mike Forst, Civic Center Property Manager  
Jim Keglovitz, Senior Planner for Oakland County  
Nancy Strole

**Commissioners Absent**

Dot LaLone with notification  
Darryl Wendt with notification

**IV. AGENDA REVISIONS AND APPROVAL**

Add "Property Acquisition" as item "D" under New Business.

**Chairperson Vallad moved to accept the agenda as revised. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Regular Meeting Minutes –November 9, 2010 with Additional Disbursements of \$4,438.18 for the Parks & Recreation Fund and \$ 150.00 for Trust & Agency
- B. Receipt of the 2011 Holiday Schedule
- C. Approval of the Continuation of the Brochure Design and Printing
- D. Receipt of Activities Report for November
- E. Receipt of Financial Summaries

- F. Receipt of October Budget Printouts
- G. Receipt of Approved Township Board Special Meeting Minutes for October 11, 2010
- H. Receipt of Approved Township Board Meeting Minutes for October 14, 2010

Receipt of Communications

1.

**Chairperson Vallad moved to accept the consent agenda as presented. Chairperson Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.**

**Chairperson Vallad moved to discuss New Business “A” “Green Infrastructure Award Presentation” prior to Old Business. Chairperson Vallad was supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.**

**NEW BUSINESS**

**A. Green Infrastructure Award Presentation – Jim Keglovitz, Senior Planner Oakland County**

Mr. Jim Keglovitz, Senior Planner for Oakland County came to provide the Park Commission with the information that was presented in October when the Green Infrastructure-Oakland award was awarded to Springfield Township. Mr. Keglovitz stated that Springfield Township is looked at by the County and by other local communities as a shining star and a leader in conservation and preservation, and he would like to commend the Township for that.

Mr. Keglovitz stated that the award will be presented to a new recipient each year. The first community to receive the award in 2009 was Novi. The award itself is very unique in that it is made out of a recycled ash tree that was cut down due to an emerald ash borer infestation.

Again Oakland County appreciates all the work that Springfield Township does in their conservation and preservation efforts.

**VII. OLD BUSINESS**

**A. Energy Efficiency Community Block Grant Status for the Hart Community Center**

Director Tucker stated that this is the same grant that the Park Commission has been discussing for the last several months. Currently, the bids are being reviewed to see the exact amount that will be allocated for the Hart Community Center.

Mike Forst, Civic Center Property Manager, came to describe the process that has occurred for the Energy Efficiency Community Block Grant, from the energy audits through the bids specifications and the bid proposals that have been received.

The Park Commission discussed the information on what possible upgrades/improvements would be allowed under the bid proposals that would be available the next week and a decision would need to be made at that time.

It was decided that Director Tucker would make the decision on which project would be chosen once all the information is received. Director Tucker will keep the Park Commission apprised of any decisions made by e-mail.

## **B. Clarification of Parks and Recreation Master Plan Proposals**

Mr. Robert Eggers of the Spicer Group was present this evening to provide clarification on his company's bid proposal for the Parks and Recreation Master Plan. Mr. Eggers gave the Park Commission some background information on the Spicer Group.

Director Tucker asked Mr. Eggers several questions for clarification on his bid proposal.

Question One: In the bid proposal, his company has stated there would be seven meetings needed for the process. Does Mr. Eggers feel that it is possible to have only five meetings? Mr. Eggers stated that is dependent upon who Spicer Group would be working with. If they were to work directly with one particular person, such as Director Tucker, and then updating the Park Commission midway through and then again in the end it would be possible to have only five meetings.

Chairperson Vallad wanted to know if they do not have the seven meetings and only have the five, would there be a cost savings.

Mr. Eggers stated that there would be a cost savings.

Mr. Eggers stated that the community input meeting requires a fair amount of work. If they did the on-line survey that would take out the community input meeting so there would be some cost trading there.

Question two: To make it comparable, if the Commission decided to not have color copies would that be a reduction in price.

Mr. Eggers stated that it would be a reduction in price.

Director Tucker asked the Park Commission if they would be agreeable to having her give Mr. Eggers a list of items that the Parks Department could do in house, such as sending the copies to SEMCOG, etc. to see what cost savings would be associated with those items.

The Park Commission agreed to this idea.

Mr. Eggers then did a presentation on some of the additional options that his company could provide.

After further discussion, it was decided that the Park Commission would like additional information before awarding the Master plan bid proposal.

**Chairperson Vallad moved to discuss New Business item "D" "Property Acquisition" at this time in the meeting. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.**

## **NEW BUSINESS**

### **D. Property Acquisition**

Mrs. Nancy Strole was present at this evenings meeting to explain how Springfield Site Action Committee (SSAC) entered into an agreement with the North Oakland Headwater Land Conservancy to place funds in a reserve for natural resource conservation. The funds have been used for several projects, including helping to purchase the Davis Lake Overlook.

The Township has received a direct contribution from that fund which enabled them to purchase a key piece of property in the Township. That piece of property is now owned by the Township, thanks to the Township Board being willing to follow through on it. The property is seventy-one acres and the Shiawassee River runs right through the property. As part of the agreement for using SSAC funds, the SSAC organization will have a one percent ownership of the property to make sure all the restrictions that come from using those funds are followed. Along with the endowment funds that were used for the purchase of the property there is \$ 30,000.00 that is to be used specifically for stewardship, labor, materials, and contracted services rendered on the property.

Mrs. Strole stated that it was her understanding that it was the intention of the Township Board to turn over this piece of property to the Parks and Recreation Department to manage.

The Park Commission thanked Mrs. Strole for all her work in assisting in obtaining this property.

## **OLD BUSINESS**

### **C. Discussion of Purchasing Tables for the Hart Community Center**

The Park Commission had a lengthy discussion as to whether or not to purchase the tables for the Hart Community Center in 2010 or wait until 2011. It was decided that they should wait until February to see how much had been charged back until 2010 and how much was in prior year funds. Also it would allow some additional time to research other tables that may be lighter than the current tables that are used in the community center.

**Chairperson Vallad moved to table this item until the regularly scheduled February meeting. Chairperson Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.**

### **D. Discussion of Hart Community Center Renovations**

#### **A. Structural Inspection**

In the Park Commission packets there was a quote as to how much it would cost to have structural drawings to calculate how much of a load the Hart Community Center roof can handle due to the cracks that are appearing in the walls. Director Tucker did point out that some of those cracks could have potentially been there for quite some time. The quote that is in the packet is for \$ 2,500.00. On Thursday,

December 16, 2010 Director Tucker will be meeting with Randy Ford from Hubbell, Roth and Clark to get a quote for doing the work.

**Commissioner Zemon-Parker moved to have Director Tucker pursue the structural inspection and design fees for the Hart Community Center at a cost not to exceed \$2,500.00. Commissioner Zemon-Parker was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.**

#### **B. Upgrades Funded by Kaleidoscope**

As was discussed at the November meeting, Kaleidoscope has offered to do some upgrades to the Hart Community Center in lieu of their rent for Monday and Friday usage by the group.

The upgrades would be four new toilets, one urinal, and new handicap accessible front doors including the frame, accessibility openers and lock sets. The cost for all of those items is \$ 5,610.00.

Director Tucker stated that she is currently waiting to confirm the quote for the doors. A full glass door was quoted, which is not what is wanted. Clarification is needed to assure that the accessibility equipment for the door is commercial grade.

Kaleidoscope is willing to do both projects even if the quote for the door comes back at a different amount. Allowing Kaleidoscope to do this in lieu of their rent would mean that rent would be paid for approximately two years.

Director Tucker would like permission from the Park Commission to pursue this. In pursuing this, she will confirm with the door company the price, inspect the door to make sure it is half glass and half solid, and that the accessibility mechanism is what the Department wants and needs. Director Tucker will be working with Janet Stack-Miller of the Kaleidoscope Foundation to make sure that everything is approved by their board.

**Chairperson Vallad moved to ask Director Tucker to be the Commission's liaison with the Kaleidoscope Foundation and to complete the upgrades to the Hart Community Center contingent upon a cost not to exceed \$ 6,500.00. Also the items in need of upgrading will meet Director Tucker's specifications. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.**

### **VIII. NEW BUSINESS**

#### **B. Election of 2011 Park Commission Officers**

Commissioner Loncar moved to retain the current 2010 officers for 2011. Those officers are Jean Vallad, Chairperson; Darryl Wendt, Secretary; and Lisa Christensen, Treasurer. Commissioner Loncar was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.

### C. Discussion of Compensation for the October 27, 2010 Park Commission Budget Workshop

The Park Commission decided that, as was discussed at the beginning of 2010, they would not receive any compensation for special meetings.

## X. TREASURER'S REPORT

### A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 2,288.69. Commissioner Christensen was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.

### B. Budget Amendment

#### Revenue:

No Change

#### Expenditure:

**Increase "Commission Personnel" Cost Center by \$ 1,000.00**

(Increase "Commissions" line item # 211-750-702 by \$ 1,000.00)

*[New "Commissions" line item total: \$ 4,092.00]*

*(Previous line item total: \$ 3,092.00)*

**Increase "Program/Events Instructors" Cost Center by \$ 4,000.00**

(Increase "Instructors" line item # 211-762-702 by \$ 4,000.00)

*[New "Programs/Events Instructor" line item total: \$ 8,000.00]*

*(Previous line item total: \$ 4,000.00)*

**Decrease "Administration Personnel" Cost Center by \$ 5,000.00**

(Decrease "Hospitalization" line item # 211-759-720 by \$ 5,000.00)

*[New "Hospitalization" line item total: \$ 29,275.00]*

*(Previous line item total: \$ 34,275.00)*

**\* No Change to the Expenditure Total  
EXPENDITURE TOTAL: \$ 564,873.00**

Commissioner Christensen moved to accept the budget amendment as presented. Commissioner Christensen was supported by Chairperson Vallad. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.

## **X. COMMITTEE REPORTS**

### **A. Policies and Procedure Committee**

None

### **B. Non-Profit Community Group Committee**

None

### **C. Farmers' Market Committee**

The committee did meet with several Township Board officials on Thursday, November 18, 2010.

## **XI. PUBLIC COMMENT**

None

## **XII. COMMISSIONER COMMENT**

All of the Park Commissioners wished everyone a Merry Christmas and a Happy New Year.

Commissioner Baker asked how the website updates were going.

Director Tucker stated that Christ Benedict has been doing a great job on everything with the website.

Commissioner Baker wanted to congratulate everyone, including the past Boards, on being the recipient of the Green Infrastructure Award.

## **XIII. ADJOURNMENT**

**Commissioner Baker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:37 pm. Commissioner Baker was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.**

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Jennifer Tucker, Director of Parks & Recreation

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Jean Vallad, Chairperson of Park Commission