

**Springfield Township  
Parks & Recreation Commission Regular Meeting  
Tuesday, February 9, 2010**

**I. CALL TO ORDER**

The February 9, 2010 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  
Anne Loncar  
Jean Vallad  
Darryl Wendt

**Staff Present**

Sarah Richmond

**Others Present**

Pastor Marc Burnett  
Verlin Cook  
Judy Hensler, Township Trustee  
Laura Moreau, Township Clerk

**Commissioners Absent**

Commissioner Baker with notification  
Commissioner LaLone with notification  
Commissioner Zemon-Parker with notification

**IV. AGENDA REVISIONS AND APPROVAL**

Add "Young At Heart Active Adults February/March Newsletter" as item "L" under Consent.

Add "Township Board Agenda for February 11, 2010" as item "M" under Consent.

Add "Discussion of Neighbor for Neighbor Lease" as item "C" under Old Business.

**Chairperson Vallad moved to accept the agenda as revised. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Christensen, Loncar, Vallad and Wendt; No: None; Absent: Baker, LaLone, and Zemon-Parker. The motion carried by a 4-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

A. Approval of Regular Meeting Minutes-January 12, 2010 with Additional Disbursements of \$1,799.08 for Parks & Recreation Fund and \$ 650.00 for Trust and Agency

- B. Receipt of Activities Report for January
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for December 10, 2009
- E. Receipt of Before Audit December 2009 Budget Printouts
- F. Receipt of Memo dated February 3, 2010 re: Rose Township Interlocal Agreement
- G. Receipt of Letter dated January 29, 2010 to Non-Profit Community Group Members
- H. Approval of Request for Bid Proposal for 2010 Youth T-ball, Baseball, Softball, and 2011 Basketball Uniforms
- I. Approval of Request for Bid Proposal for Photography for 2010 Youth T-ball, Baseball, Softball, and 2011 Basketball
- J. Approval of Revised Springfield Township Parks and Recreation Rules of Procedure Pages 1-12
- K. Approval of Revised Non-Profit Community Group Rental Agreement

Receipt of Communication

- 1.

**Chairperson Vallad moved to accept the consent agenda as revised. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Christensen, Loncar, Vallad and Wendt; No: None; Absent: Baker, LaLone, and Zemon-Parker. The motion carried by a 4-0 vote.**

**Chairperson Vallad moved to have New Business item A “Friends of Parks Presentation” move up on the agenda. Chairperson Vallad was supported by Commissioner Loncar. Vote on the motion: Yes: Christensen, Loncar, Vallad and Wendt; No: None; Absent: Baker, LaLone, and Zemon-Parker. The motion carried by a 4-0 vote.**

## **NEW BUSINESS**

### **A. Friends of Parks Presentation**

Pastor Marc Burnett, the President of the Friends of the Parks, introduced himself and began the presentation about the Friends of the Parks group.

#### Mission Statement

“To support Springfield Township Parks and Recreation by celebrating and enhancing our treasured park properties and the quality programs and events that strengthen our community.”

#### Values

“As a group their values are dedicated to:

- preserving the opportunities provided by Parks and Recreation that connect our community through activity, education, and enjoyment of our natural environment.
- Protecting the resources and services that are essential to our quality of life, and
- Working together to ensure that Springfield Township residents will always enjoy affordable access to exceptional parks and programs.”

#### Goals

1. To present a successful ballot proposal for the 2010 election that addresses the need for funding Parks and Recreation by the residents of Springfield Township.

2. To promote and support Springfield Township Parks and Recreation programs and properties through special events and "Friendraiser" campaigns.

This evening Pastor Burnett had come not only to introduce the Group's mission statement, values and goals, but to also gain the consent and support of the Park Commission for a millage initiative. From there the Group would like to establish shared goals and future support of the Township Board for the Parks and Recreation, draft ballot language for approval by the Commission and the Township Board and have the final ballot language to Oakland County by May 11, 2010.

The three scenarios that Pastor Burnett presented were .5000 mills, .7500 mills and 1.0000 mills.

Commissioner Loncar would like to see 1.0000 mills for five to seven years.

Commissioner Christensen would support 1.0000 mills for five to seven years.

Commissioner Wendt would support 1.0000 mills for around seven years.

Chairperson Vallad wanted to know if legally you had to wait until a certain date in order to seek the renewal for a millage before it had expired.

Clerk Moreau stated that you wanted to time the renewal as close as possible to its expiration date due to the Headlee Roll Back. She also suggested, for timing, the Commission may want to keep it at six years to coincide with the next general election.

Chairperson Vallad also wanted to clarify that the Park Commission can give their recommendation but it is ultimately the Township Board who approves the rate and the number of years a millage will be set at.

Clerk Moreau stated that was correct.

Pastor Burnett stated that by coming tonight to the Park Commission to get their consensus on what they would support the millage being set at, he could then go to the Township Board meeting on Thursday night and present accurate information on what the Park Commission would support.

Commissioner Christensen asked what the protocol was if the millage did not pass in August. How long did the Commission have to wait before pursuing another millage?

Clerk Moreau stated that the initiative could be placed back on the ballot in November if the Board so decided.

Commissioner Wendt would support .7500 mills for six years.

Commissioner Christensen would support 1.0000 mills for six years.

Chairperson Vallad would support 1.0000 mills for six years.

Commissioner Loncar would support 1.000 mills for six years.

The Commissioners like the logo for the Friends of the Parks group.

Commissioner Loncar thinks the Group is great and likes to see people getting involved.

**Chairperson Vallad moved that the Park Commission go on record asking for a ballot initiative for the August elections asking for 1 mill for six years in support of Springfield Township Parks operation and possible capital outlay. The Commission would like to also go on record in support of the Friends of the Parks group and their campaign. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Christensen, Loncar, Vallad and Wendt; No: None; Absent: Baker, LaLone, and Zemon-Parker. The motion carried by a 4-0 vote.**

## **VII. OLD BUSINESS**

### **A. Discussion of 8625 Eaton Road**

Sarah Richmond, Administrative Assistant, went over the information that was included in the Park Commission packets. The Commission, at the January Park Commission meeting, had asked if a rental price comparable sheet could be obtained. Mrs. Richmond stated that she had obtained that information and the rental rate of \$ 725.00 is appropriate in the current real estate market.

Mrs. Richmond also gave the Park Commission the information that she had obtained from the insurance carrier in reference to the home being currently vacant.

Also attached to the memo was the rental application that Commissioner Wendt had supplied. Mrs. Richmond wanted to know if the Commission would like to use the attached rental application.

Verlin Cook, Park Maintenance Supervisor, went over the items that he has been able to repair in the past month. Also included in the Park Commission packets was a list of other issues that Mr. Cook would like to bring to the Commission's attention.

Chairperson Vallad stated that she feels that this is an appropriate moment to let the Park Commission know how hard all of the staff is working during the Director's Family and Medical Leave of absence.

Commissioner Wendt stated that for the issue dealing with the paint in the house there needs to be an addendum to the lease. He would be happy to provide the office with a copy that he recently used for his rental home.

Mr. Cook stated everything currently in the house is in functioning order. However, he had just wanted some direction as to what else the Commission may want him to do to the house before a tenant moves in.

Commissioner Wendt stated that he would be willing to meet with Mr. Cook to go over some of the other potential projects for the house.

Commissioner Loncar stated that she would also be able to meet with Mr. Cook if it would be easier for his schedule since she is out of work by 2:30pm or 3:00 pm.

Chairperson Vallad stated that the house has been empty for almost two months now. Does the Commission want to begin the process of finding a tenant before Director Tucker returns from her Family and Medical Leave?

Commissioners Wendt and Loncar both stated that they feel that the Commission should begin the process of looking for potential tenants.

Chairperson Vallad stated that is how she feels as well.

Chairperson Vallad stated that the Commission would have to start looking for a refrigerator and stove as well.

The Commission instructed Mrs. Richmond to compile potential advertisement language and forward it to the rental house committee for approval. Once the committee has approved the language the Commission would like Mrs. Richmond to place the advertisement in the Penny Stretcher and its sister papers. They would also like Mrs. Richmond to place the advertisement on Craigslist.

Commissioner Wendt stated that he could provide the office with information that he used to obtain a credit check on potential renters and the addendums that were included in the lease that he used.

Chairperson Vallad stated that there is something else that she would like to address at this time. She stated that there were some park employees who had approached her recently about attending the meetings. Chairperson Vallad stated that she knows that Mrs. Richmond attends the meetings as part of her duties of Recording Secretary and she receives compensatory time for her attendance. Personally, she likes it when the staff comes to the meetings because she likes getting their opinions on agenda items. Obviously the budget is limited so if staff did attend the meetings would they receive compensatory time? And secondly she does not want to see these meetings become mandatory. She is asking the Commission members opinions. Should the staff by receiving compensatory time if they attend a Park Commission Meeting because there is something they (the staff) need or want to address?

Commissioner Loncar stated that she feels Mr. Cook should be getting some compensatory time since the Commission has needed him there to answer questions.

Mr. Cook stated that he would come whether or not he received the compensatory time, he comes for himself and so that he can be there for the Commission.

Commissioner Christensen stated that she feels the staff should receive compensatory time if it is mandated that they come, but if they just choose to come on their own then they should not be compensated.

Chairperson Vallad said again that she did not want to make every Park Commission meeting mandatory for the staff.

To clarify, Mrs. Richmond asked that if Director Tucker or the Commission requested that an employee be present at the meeting then they would be compensated?

Chairperson Vallad stated that, yes, if the Commission or Director Tucker requested that a staff member be present then they would receive compensatory time but if the employee decided on their own to attend the meeting there then they would not receive any compensatory time.

The other Commissioners agreed that the above was fair.

Mrs. Richmond wanted to clarify what rental rate the Commission wanted to charge for the rental house.

The Commission agreed upon \$ 725.00 a month.

## **B. Election of Interim Park Commission Treasurer**

**Chairperson Vallad moved to remove this item from the agenda. Chairperson Vallad was supported by Commissioner Loncar. Vote on the motion: Yes: Christensen, Loncar, Vallad and Wendt; No: None; Absent: Baker, LaLone, and Zemon-Parker. The motion carried by a 4-0 vote.**

## **C. Discussion of Neighbor for Neighbor Lease**

At the January Park Commission meeting, the Park Commission discussed the Neighbor for Neighbor rental rate. During that discussion the Park Commission was advised that a new state law would be taking effect on May 1, 2010 that will prohibit smoking in certain areas. The Park Commission then put a clause in the Neighbor for Neighbor lease stating that "All Springfield Township Parks and Facilities will comply with all State and Federal non-smoking regulations". After the meeting Mrs. Richmond researched the law per Chairperson Vallad request. After reading the law and seeing that there may be some confusion, Chairperson Vallad requested that Mrs. Richmond contact the Township Attorney, Greg Need to clarify what needed to be placed in the lease.

Mr. Need stated that the following should be placed in the lease "In its utilization of the leased premises, tenant(s) shall comply with all provisions of Act 188, Public Acts of 2009, as amended, the "Dr. Ron Davis Smoke Free Air Law."

Mr. Need also stated in his letter that "Act 188 states that not only may individuals not smoke within "public places" but a local government agency (or anyone else who is in control of a public place) "shall make a reasonable effort" to prohibit individuals from smoking."

Mrs. Richmond stated that the correct language needed to be in the Neighbor for Neighbor lease so they would know how this would apply to them.

Chairperson Vallad stated that she feels that the Commission should put in Attorney Need's suggestion but also add "and comply with all Park Ordinances" in case the Park Commission decides to write a new Park Ordinance regarding smoking.

The Commission discussed the options of where to move ashtrays so they were not near the doors. It was decided that the ashtray from the front door would be moved out further towards the edge of the sidewalk and the ones by the kitchen and Neighbor for Neighbor doors would be removed, so there would one designated smoking area.

**Chairperson Vallad moved to add the following language to the Neighbor for Neighbor lease as presented by Attorney Need's memo regarding Ron Davis Smoke Free Air Law. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Christensen, Loncar, and Vallad; No: Wendt; Absent: Baker, LaLone, and Zemon-Parker. The motion carried by a 3-1 vote.**

**Discussion:**

Commissioner Wendt opposed the motion because he would like to see ashtrays moved further from the building or eliminated completely.

**VIII. NEW BUSINESS**

**B. Grant Opportunities**

Mrs. Richmond brought to the attention two grant opportunities that have come into the office recently and what is required of each of those grants.

Commissioner Loncar stated that it is a moot point since the Department really does not have any funds available.

Chairperson Vallad stated that there is more prior year fund balance than what the Commission originally anticipated and that is because of the hard work the Staff has done to reduce costs and save where ever they could.

Mrs. Richmond stated that the Staff has been very responsible in trying to save funds and they are very aware of the economic state.

Chairperson Vallad stated that she wants to go on record as stating she does not want to spend any prior year fund monies the Department may have because she feels that it would be a want and not a need.

The rest of the Commission members agreed.

**X. TREASURER'S REPORT**

**A. Bills List**

**Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 22,026.75. Commissioner Christensen was supported by Commissioner Loncar. Vote on the motion: Yes: Christensen, Loncar, Vallad and Wendt; No: None; Absent: Baker, LaLone, and Zemon-Parker. The motion carried by a 4-0 vote.**

**X. COMMITTEE REPORTS**

**A. Policies and Procedure Committee**

Chairperson Vallad and Commissioner Zemon-Parker have met and will be meeting again. Chairperson Vallad stated that she is interested in the other Commission members input on any other policies that perhaps they should be looking at or putting into the manuals.

**B. Shiawassee Basin Preserve Rental Properties Committee**

None

**C. Non-Profit Community Group Committee**

Mrs. Richmond stated that the Davisburg Rotary Club had approached the Department about having a “happy hour” prior to their meeting time. After investigating this issue with the Township Attorney and the Township insurance carrier, it is determined that this is allowable. There is a clause in the contract that does cover a group serving alcohol. Basically they have to bring it in themselves, they can not charge for it in any way, and it needs to be consumed prior to their meeting time when they pay for their meal. The group also has to have a liquor liability clause on their insurance policy, which they do.

Chairperson Vallad stated that in her opinion since it is all above board as far as the contract and insurance goes, it is ok with her.

Chairperson Vallad also stated that it was recently brought to her attention that it is in the Recreation Coordinator’s job description that the position oversees the community group contracts. Chairperson Vallad would like to see the Recreation Coordinator handling the Community Groups. She realizes that in recent years it was not handled that way due to issues with some of the groups, but she feels that it is time that the Recreation Coordinator resumes those duties. If there are problems, then Director Tucker or the Park Commission would then step in.

The Park Commission members would like to see the in-kind service project list that was given to the Community Groups.

**XI. PUBLIC COMMENT**

None

**XII. COMMISSIONER COMMENT**

Chairperson Vallad informed the other Park Commissioners that there have been horseback riders riding in the Shiawassee Basin Preserve. Horses are not allowed in the Shiawassee Basin Preserve. She also wanted to say good job to the staff for all their hard work.

Commissioner Loncar expressed that she thinks that the staff is doing a good job on the projects that they have been working on.

**XIII. ADJOURNMENT**

**Commissioner Loncar moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:50 pm. Commissioner Loncar was supported by**

**Commissioner Christensen. Vote on the motion: Yes: Christensen, Loncar, Vallad and Wendt; No: None; Absent: Baker, LaLone, and Zemon-Parker. The motion carried by a 4-0 vote.**

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Jennifer Tucker, Director of Parks & Recreation

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Jean Vallad, Chairperson of Park Commission