

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, March 13, 2012**

I. CALL TO ORDER

The March 13, 2012 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:40 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
Jennifer Tucker

Others Present

Kelly Hyer

Commissioners Absent

Diane Baker with notification
Dot LaLone with notification
Annette Zemon-Parker with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "Update from February 21, 2012 Special Meeting" as item "B" under Old Business.

Chairperson Vallad moved to accept the 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.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –February 14, 2012 with Additional Disbursements of \$19,484.30 for the Parks & Recreation Fund and \$525.00 for Trust & Agency
- B. Receipt of Activities Report for February
- C. Receipt of Young At Heart Activities March & April Newsletter
- D. Receipt of Budget Amendment with Memo dated March 2, 2012

- E. Approval of 2012 Oakland County Natural Resource Management Blanket Contract, including but not limited to the Attached Prescribe Burn Agreement
 - Receipt of Communications
 - 1.

Chairperson Vallad moved to accept the consent agenda as presented. 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.

VII. OLD BUSINESS

A. Mobile Communications Update

Director Tucker went over the memo that was passed out to the Park Commission explaining what the current plan expenses were now that the Department has Verizon Wireless as their cell phone carrier.

The Park Commission reviewed which employees were covered under the Department's plan and which employees were using their own cell phones and being reimbursed for it.

After further discussion, the Park Commission asked if Casey Reed and Sarah Richmond could figure out what additional costs they are incurring by utilizing their phones for parks business and bring those back to the Commission at the April meeting.

B. Update from February 21, 2012 Special Meeting

Director Tucker provided an update on the special meeting that was held on February 21, 2012. At that meeting, the Commission was presented with the budget amounts for the renovations of the Hart Community Center.

At the special meeting, the Commission members discussed and agreed on installing sconce lighting for the center. The electrical work for the sconces will be done as soon as possible.

Commissioner Wendt wondered if at the special meeting the paint colors were decided on.

Director Tucker stated the color choices had been reviewed at the February 14, 2012 meeting. It was decided the colors would be sage on the top portion of the walls, white trim and khaki on the bottom portion of the walls.

VIII. NEW BUSINESS

A. Discussion of Parks and Recreation Intern

Director Tucker handed out a memo that listed three options for an intern and the home at 8625 Eaton Road.

Option one would be to use the house at 8625 Eaton Road as living quarters for the intern.

Option two would be to pay an intern and rent the house out to someone else.

Option three would be to use the house as intern living quarters and then use the house in the off season for programs.

After a lengthy discussion, the consensus among the Commissioners was that currently they would like to go with option one and begin pursuing option three for sometime in the future.

Commissioner Loncar moved to implement option one as highlighted in the memo dated March 12, 2012, which would use the small rental house for sixteen weeks for housing for an intern starting as soon as possible. The Commission would also like to address option three as highlighted in the memo dated March 12, 2012 later in the year. The stipend for the intern will be a minimum of \$ 100.00 per month but it will be determined at a later date. Commissioner Loncar 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.

B. Approval of Sub Account for Credit Card

Director Tucker explained about how the sub account for the credit card will work. The account had to be established to receive the credit card transactions and would also be debited for the finance charges that are due to Federal Payments, which is the credit card processing company that the Department is going to use. The sub account has to be revenue positive, which means that the account needs to have a balance at all times to cover any potential charge backs and fees owed to Federal Payments.

Director Tucker stated that after discussing several items with a Federal Payments representative it was recommended that the account should be kept revenue positive with \$ 1,000.00.

Chairperson Vallad moved that per Director Tucker's Credit Card Set Up memo dated March 12, 2012 the bank account remain revenue positive at \$1,000.00. 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.

Further Discussion:

The Park Commission would like to have Director Tucker provide them with a report six months after the public has been able to use credit cards to register to let them know how registration is going.

Commissioner Loncar asked to have the credit card fees clarified.

Director Tucker clarified about all the different fees.

C. Budgets for 2013, 2014 and 2015

Director Tucker stated that Supervisor Walls in his January 23, 2012 memo asked if the Park Commission could prepare the 2013, 2014 and 2015 budgets to present to the Township Board.

Supervisor Walls is seeking this information as the Township Board is looking at both the Police and Fire millages.

Director Tucker passed out a rough draft version of the 2013, 2014 and 2015 budgets for the Park Commission to review.

The Park Commission decided that they would like to table this topic until the April meeting so that they would have time to review the budgets and compile their suggestions for any changes.

All changes and/or recommendations need to be given to Director Tucker by Monday, April 2, 2012.

Chairperson Vallad moved to table the discussion of the 2013, 2014, and 2015 budgets until the next regularly scheduled meeting in April for further discussion. 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.

X. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 4,481.96 and Wilderness Property at \$ 79.14. Commissioner Christensen 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.

XI. COMMITTEE REPORTS

A. Policy & Procedure

None

B. SBP Athletic Field Construction

Director Tucker informed the Commission that by the end of the week or beginning of the next the laser leveling of the fields would be performed. She stated that she is currently waiting to hear from the fencing contractor. The athletic meal will be delivered as soon as the weather would allow.

Director Tucker stated that she is hoping to have everything done and the fields ready for use on April 21st. On April 28th the fields are being used as part of the fundraiser with the North Oakland Crush. On that day there will be a Pitch, Hit & Run skills competition and a Cow Pie Bingo.

XII. PUBLIC COMMENT

Kelly Hyer stated that she loves the new playscape at Shiawassee Basin Preserve, it is a great addition.

XIII. COMMISSIONER COMMENT

Commissioner Wendt stated that he is excited to be part of the baseball program again this year.

IVX. ADJOURNMENT

Chairperson Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 7:41pm. 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.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission