

**Springfield Township  
Parks & Recreation Commission Regular Meeting  
Tuesday, June 8, 2010**

**I. CALL TO ORDER**

The June 8, 2010 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:41 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  
Dot LaLone  
Anne Loncar  
Jean Vallad  
Darryl Wendt

**Staff Present**

Casey Reed  
Sarah Richmond  
Jennifer Tucker

**Others Present**

Pat Banes, Friends of Parks  
Pastor Marc Burnett, Friends of Parks  
Mike Forst, Friends of Parks  
Judy Hensler, Friends of Parks  
Laura Moreau, Friends of Parks  
Nancy Strole, Friends of Parks

**Commissioners Absent**

Commissioner Christensen with notification  
Commissioner Zemon-Parker with notification

**IV. AGENDA REVISIONS AND APPROVAL**

Add "May Budget Printouts" as item "J" under Consent.

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

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Regular Meeting Minutes –May 11, 2010 with Additional Disbursements of \$6,274.18 for the Parks & Recreation Fund and \$ 50.00 for Trust & Agency
- B. Receipt of Activities Report for May
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for April 15, 2010

- E. Receipt of After Audit December 2009 Budget Printouts
- F. Receipt of Audit April 2010 Budget Printouts
- G. Receipt of Young At Heart Active Adults June Newsletter
- H. Receipt of Township Board's June 10, 2010 Meeting Agenda
- I. Approval of Rental House Lease for 8625 Eaton Road

Receipt of Communications

1.

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

## **VII. OLD BUSINESS**

### **A. Friends of Parks Update- Pastor Marc Burnett**

Pastor Marc Burnett, President of the Friends of the Parks Group, wanted to thank the Park Commission for their help and their support during this millage campaign.

Pastor Burnett then handed out the approved millage language and a rough draft version of a brochure regarding the millage that the Parks Now Committee is currently working on.

Pastor Burnett asked the Park Commissioners how long they had been on the Commission.

Chairperson Vallad - eighteen years

Commissioner Baker- six years

Commissioner Loncar – six months

Commissioner LaLone - twenty years

Commissioner Wendt- two years

Pastor Burnett then asked the Park Commission members if they could please give him some information on what they, the Commission, have heard and/or discussed for some potential solutions in the past for funding the Department. If he has this information it would help him when he is out talking to the public.

Chairperson Vallad stated that the Park Commission had discussed the need to go for a millage a couple of years ago; however it was not approved by the Township Board because of ballot timing and other millage issues.

Commissioner Baker stated that the Commission has dictated that if a program or an event is not going to break even or make a profit then the program/event can not be held.

The Commission, of course, has always asked the staff to seek as many grants as possible.

Chairperson Vallad stated that the Department has been very fortunate in obtaining grants. However, the downside with grants is that sometimes in order to apply for certain grants a department has to have matching funds, which currently our Department does not have the budget to support.

Pastor Burnett then asked the Park Commissioners if they unanimously would support the millage.

Chairperson Vallad – yes

Commissioner Baker – yes

Commissioner Loncar – yes

Commissioner Wendt- yes

Commissioner LaLone – she is torn

Pastor Burnett asked Commissioner LaLone why she was torn as he did not want to misrepresent her publicly.

Commissioner LaLone stated that her family owns a small business and they are struggling and she does not think that she can afford another tax.

Pastor Burnett stated that basically what they are talking about is \$6.25 per month for the average homeowner and he wants to present that figure to township voters. He also wants everyone to begin to think that way, which is why he was asking the question.

Pastor Burnett then asked if when he is talking to the general public if he could say the Commission as a group is willing to lend support by handing out flyers, making phone calls, etc.

The Commission said as much as they all can.

Pastor Burnett also encouraged any members of the Park Commission who were not already a member of the Friends of the Parks to become a member.

Chairperson Vallad did inform the other Commission members that if they did not feel comfortable handing out a brochure that said “please vote yes” there would be a fact sheet that would be available for them to pass out.

Mrs. Strole thanked the Park Commissioners for their support and for being willing to jump in to try and help save the parks system.

## **VIII. NEW BUSINESS**

### **A. Discussion of Fall and Winter Brochure**

In the Park Commission packet there was a memo from Casey Reed, Recreation Coordinator, informing the Park Commission that the first brochure cost \$ 10,677.13, which was over half the amount that was budgeted for both the brochures for the year.

Director Tucker stated that was just the expenditures for the brochure, the Department does bring in revenues by selling advertisement in the brochure. For the Spring and Summer brochure that amount was \$ 3,913.00.

Director Tucker stated that for the next brochure there is only \$ 9,322.87 remaining in the budget. To produce the same size brochure as was done in the spring, the budget would be short by \$1,300.00. Staff has explored some options to try and reduce that budget but unfortunately have come up short. If the brochure was to have less number of pages, it is not

going to reduce the cost by much. Part of the problem is that mailing costs continue to increase.

The memo also stated that Mrs. Reed would like to recommend doing the same size brochure for fall and winter.

Director Tucker and Mrs. Reed also informed the Park Commission that the Department is currently not allowed to send out flyers to the Holly Area School District because of some issues within that district. That makes the brochure a very important means of getting the information out to the public.

Director Tucker also stated that if we cut pages then there is a risk that there will no longer be space for advertisers.

Director Tucker stated that there would be some funds available in the "Flyers and Promotions" line item and also some funds left over from the sealcoating project which came in lower than originally budgeted.

Commissioner Loncar said it was good that the staff had found the money for this year, but what about for the 2011 budget year? Would it be necessary to scale the brochure back for next year?

Commissioner Baker was wondering, like Commissioner Loncar, if for the next year would it be necessary to do one eye catching brochure that was a little bigger and then the second brochure would not be as big and the more in-depth descriptions could be available in the office or on the Internet.

Director Tucker stated that the Department would love to be able to rely on the website but currently that is not possible since making the updates are not in our control.

Commissioner LaLone stated that she thought there should be briefer descriptions in the brochure. She also stated that she does not want any excess funds from the sealcoating project to go toward the brochure; she wants to see those funds used toward the repair of the basketball and tennis courts. In her opinion the basketball courts need to be addressed right now.

Mrs. Reed stated that she would try and work on making the descriptions shorter in length but those have been the same descriptions that have been used for many years. One concern with shortening the descriptions too much is you will eliminate too much information and then they will not be informative enough for patrons.

Director Tucker stated that currently the tennis courts have been temporarily fixed so they are able to be used. However, until that problem is fixed properly, which would cost approximately \$17,000.00 a court; it will be a reoccurring problem that our maintenance staff will have to deal with every year. As for the basketball court, potentially a temporary fix could be tried. If a contractor was to do it, it would cost roughly \$ 2,500.00 to \$ 3,000.00 or we could attempt to do it in house with a product that is being researched to see if it would work.

Commissioner LaLone stated that the Mill Pond Park is the park with the “curb appeal” for the Department. The basketball court is used on a daily basis. In her opinion it needs to be sealed and repainted.

Director Tucker stated that the basketball court repair is by no means a small job to undertake.

Commissioner Loncar wanted to know when the information for the brochure was due.

Mrs. Reed stated that it was due by the end of the month.

Commissioner Loncar wanted to know, if the Commission was not willing to touch the sealcoating funds, then can the money come from somewhere else and then figure out what changes are necessary for the brochure(s) for next year.

Chairperson Vallad stated that there is probably a way to find the money in the budget for the brochure for this year.

Commissioner Loncar stated that in her opinion, the Commission should find those monies and then look at the brochure costs for next year.

Commissioner Wendt wanted to know about the other unexpected costs that have occurred that were not originally in the budget. Those will add up and where in the budget are they going to get the money.

Chairperson Vallad stated that it was true that there have been some unexpected costs that have come up but there has been money in the budget to date to cover those costs. She personally would like to see a list of all the projects/places where the Department has been able to save money and where they have had to spend money on unexpected and/or not budgeted items by August.

Commissioner Wendt suggested looking at the mailing list to see if there are any individuals or businesses that can be removed from it. That would be one way to reduce some costs.

Mrs. Reed stated that she could look at the mailing list and she does call the post offices before the brochure even goes out to make sure that the Department has the most up to date numbers for the bulk mailing.

Director Tucker wanted to remind the Commission that the brochure is the “face” of the Department. It helps the Department to bring in revenue through all the events and programs. It also is a representation of the Township because there is some Township information in the brochure as well.

Chairperson Vallad suggested that if everyone was agreeable, Director Tucker should get the Park Commission some costs on sealcoating and repairing the basketball court or capping those courts if necessary.

Director Tucker stated that she can get the information for the Commission.

**Chairperson Vallad moved to have the Recreation Coordinator produce the Fall and Winter Brochure with 28 pages and mailed out per usual. Chairperson Vallad was**

**supported by Commissioner Baker. Vote on the motion: Yes: Baker, Loncar, Vallad and Wendt; No: LaLone; Absent: Christensen and Zemon-Parker. The motion carried by a 4-1 vote.**

Further Discussion:

Commissioner Loncar wanted to make sure that the motion did not need to include where the Commission was going to find the money.

Chairperson Vallad stated that it did not.

Commissioner Wendt asked if the Department should have the brochure re-bid.

Director Tucker stated that they just had it re-bid in the spring and unfortunately there is not enough time to do it again for the Fall and Winter Brochure.

Commissioner Wendt stated that they should re-bid the brochure for next year.

Commissioner Baker wanted to ask if there was a way to address the fact that the Department's information was not getting updated in a timely manner on the website. She feels that more and more people are looking to the Internet to get their information.

Director Tucker stated that she agreed and that she has been trying to get this on-going problem resolved. There is a part-time Township employee who is responsible for the website information but she is unsure of its priority standing.

Commissioner Wendt asked what type of costs caused this project to go over budget.

Mrs. Reed stated that the budget was cut by \$ 4,000.00 before the Department had ever received the new bids to see if the costs would go down.

Commissioner Baker agreed with Director Tucker that the brochure was the Department's chance to advertise themselves well a couple of times a year. She would hate to see them skimping on the quality of the brochure.

Judy Hensler stated that she thought that the brochure is the Department's "face to the public" and it is a gorgeous publication that is put out. It is the introduction of the Department; it is a good statement to those moving into the community. She feels that it is important that the brochure is a first class product.

Chairperson Vallad stated she would like to see a letter from the Park Commission to the Township Board about the issues the Department is having with the website.

Mrs. Hensler stated that the employee reports to the Township Supervisor and she feels the memo should be addressed to him and then cc the Township Board members.

## **B. 2011 Parks and Recreation Fund Budget Draft**

Director Tucker did a power point of the 2011 draft budget and highlighted that except in a few areas the budget remained the same as the 2010 budget.

**Chairperson Vallad moved to accept the 2011 First Draft Parks and Recreation Fund Budget as dated June 4, 2010. Chairperson Vallad was supported by Commissioner Loncar. Vote on the motion: Yes: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen and Zemon-Parker. The motion carried by a 5-0 vote.**

### **C. Discussion of Ordinance Updates**

Director Tucker's memo highlighted the fact that the Township Board is going to be going through the codification process for the Township Ordinances.

There were several items that Director Tucker asked the Township Attorney to look at since they potentially could impact ordinances:

1. Firearms in the Township Parks
2. Horses in the Shiawassee Basin Preserve
3. Smoke Free Legislation

Director Tucker stated that since the Township is now going through the codification process now is the time to examine all the ordinances that apply to the Parks and if the Commission should see anything that needs to be addressed to please let her know.

**Commissioner LaLone moved to authorize Director Tucker to present to the Township Board clarification of Ordinance number 42 with amendments as discussed. Commissioner LaLone was supported by Chairperson Vallad. Vote on the motion: Yes: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen and Zemon-Parker. The motion carried by a 5-0 vote.**

### **D. Emergency Repair to House at 8621 Eaton Road**

Director Tucker's memo explained that prior to the Memorial Day weekend it became necessary to replace the ballast tank at the house at 8621 Eaton Road. The memo gave in detail the steps that were taken prior to the tank being replaced.

**Chairperson Vallad requested that Commissioner LaLone be given permission to abstain from the motion regarding the emergency repair at 8621 Eaton Road. Chairperson Vallad was supported by Commissioner Loncar. Vote on the motion: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen and Zemon-Parker. The motion carried by a 5-0 vote.**

**Chairperson Vallad moved to pay the bill for the replacement of the ballast tank for the house at 8621 Eaton Road in the amount of \$ 889.00. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Loncar, Vallad and Wendt; No: None; Abstained: LaLone; Absent: Christensen and Zemon-Parker. The motion carried by a 4-0 vote.**

Further Discussion:

Commissioner Loncar asked why they did not allow Matt Davis, the Park Ranger, to try and put the ballast tank in himself.

Chairperson Vallad stated that, in her opinion, it was because the Ranger's house is full of problems. Plus since it would be over a holiday weekend, if a problem did occur, it would be difficult to get a company out to the house and the cost would then go up.

Commissioner Loncar stated she understood that logic.

## **E. Partnership with Kaleidoscope Monday Seniors**

Chairperson Vallad asked for Commissioner Loncar's opinion after being at the meeting with staff and Kaleidoscope.

Commissioner Loncar stated that there are some great ideas out there to bring the two groups together. In her opinion, staff should try some of the options and then come back and tell the Commission what works and what does not work.

Chairperson Vallad that there are some differences among the groups that may need to be worked out, but either day would be open to anyone that wanted to come, correct?

Mrs. Richmond stated that both days are open for anyone to come and have lunch; you do not need to be a member for either day. Anyone 50 or older or with a disability can come. On Thursday, in order to get the newsletter, you do have to pay a yearly membership fee of \$ 7.00 per person. There are currently several people that attend lunch on both days because they enjoy the companionship and getting out to have a good lunch. It is important to have two lunches during the week, whether it is run by one group or two groups because it is important for these individuals to get out and have that companionship and a good meal.

Chairperson Vallad asked who currently cooks for the Monday group.

Mrs. Richmond stated that Kaleidoscope currently employees their own contractual cook.

Chairperson Vallad asked if that would be a problem.

Director Tucker stated that that was just one of the things that needed to be worked out.

Chairperson Vallad asked Mrs. Richmond, the Senior Coordinator/Administrative Assistant, what she would like to see happen.

Mrs. Richmond stated that she agreed with Commissioner Loncar that the only way to answer all these questions was to try it out on a trial basis. There are of course some questions and concerns that need to be worked out.

Chairperson Vallad asked Director Tucker what the next step then would be and what is needed from the Commission tonight.

Director Tucker stated that the staff needed to have the Commission's approval to move forward and try out the situation for the next six months to see if the partnership is possible.

Commissioner LaLone wanted to know how many lunches Monday seniors served.

Mrs. Richmond stated that the Committee was not told that number. It used to be that Monday was a much larger group but that is not necessarily the case anymore.

**Chairperson Vallad moved to have the Director, Recreation Coordinator, and Senior Coordinator/Administrative Assistant move forward with the partnership with Kaleidoscope. Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen and Zemon-Parker. The motion carried by a 5-0 vote.**

#### **F. Discussion of Divine Mercy Knights of Columbus Request**

The Park Commission discussed the request that was submitted by Divine Mercy Knights of Columbus asking the Park Commission to waive the requirement of the liability insurance rider and let the group fall under the Department's general liability coverage. This request was made after the group learned that they would not be covered under Divine Mercy's insurance policy when using the Hart Community Center and then learning that to purchase a separate policy would cost the group \$ 450.00 a year.

The Park Commission understands the situation that the Knights of Columbus are in but the Commission wants Director Tucker to adhere to the Non-Profit Community Group Policy.

### **X. TREASURER'S REPORT**

#### **A. Bills List**

**Commissioner Wendt moved to approve payment of the bills as follows: Parks and Recreation at \$ 25,339.65 and Trust and Agency at \$ 400.00. Commissioner Wendt was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen and Zemon-Parker. The motion carried by a 5-0 vote.**

### **X. COMMITTEE REPORTS**

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

None

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

Commissioner LaLone wanted to know if the staff had heard anything about the Rotary/Going plaque.

Staff said they have not heard anything about it yet.

### **XI. PUBLIC COMMENT**

None

## **XII. COMMISSIONER COMMENT**

Commissioner Baker stated that she was glad to be back now that all her classes are all done. Also she said good job on the budget notes.

Commissioner Loncar also thanked the staff for the good job on the budget notes.

Commissioner LaLone also thanked the staff for the good job on the budget notes. Also she wanted to know if Director Tucker had heard from Oakland County regarding the Mill Pond herbicide treatment.

Director Tucker stated that she had not heard from them as of yet.

Commissioner Wendt stated that the work that he and Director Tucker had done on Director Tucker's tracking for her time is working well.

## **XIII. ADJOURNMENT**

**Commissioner Wendt moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 9:01 pm. Commissioner Wendt was supported by Commissioner Baker. Vote on the motion: Yes: Baker, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Christensen and Zemon-Parker. 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