

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, August 10, 2010**

I. CALL TO ORDER

The August 10, 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

Lisa Christensen
Dot LaLone
Anne Loncar
Annette Zemon-Parker
Jean Vallad
Darryl Wendt

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Mike Forst
Judy Hensler

Commissioners Absent

Commissioner Baker without notification

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Wendt requested that "Discussion of Mill Pond Park Garage" be added as item "A" under Old Business.

Director Tucker requested that "Discussion of Davisburg Mill Pond Beach" be added as item "F" under New Business.

Chairperson Vallad added "July Budget Printouts" as item "G" under Consent Agenda.

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –July 13, 2010 with Additional Disbursements of \$9,770.03 for the Parks & Recreation Fund and \$ 650.00 for Trust & Agency
- B. Receipt of Activities Report for July
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for June 10, 2010
- E. Receipt of Memo dated August 4, 2010 re: Request to seek PEG Funds for Team Reptile
- F. Receipt of memo dated August 4, 2010 re: Approval of Attendance at MRPA Board Business Sessions

Receipt of Communications

1.

Commissioner Zemon-Parker and Chairperson Vallad provided some corrections to the meeting minutes.

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

VII. OLD BUSINESS

A. Discussion of Mill Pond Garage

Commissioner Wendt stated that he placed this item on the agenda to discuss the sidewall repair that is needed on the garage. In his opinion the garage is going to need more than the wall repair but also repairs to the gutters, fascia boards, and the overhang area. He feels that funds should be placed in the budget to make those necessary repairs.

Chairperson Vallad asked Commissioner Wendt if he felt that those items needed to be completed before the weather turns.

Commissioner Wendt stated that he did.

Director Tucker described to the Park Commission the repairs to the sidewall that had been made.

Director Tucker inquired of the Park Commission if they were looking at the option of hiring out those repairs, since soon the seasonal maintenance staff would be gone for the season.

Commissioner Zemon-Parker inquired as to whether they were looking at a major remodel in order to complete all these repairs.

Commissioner Wendt stated that in his opinion it would be necessary to replace some of the boards in several spots and then paint the areas.

The Commission discussed that there were still several maintenance projects that needed to be completed this year, in addition to the garage repair, and retaining the seasonal maintenance staff through September would be helpful in completing the projects. It was suggested that an

additional \$ 4,000.00 in the Maintenance Cost Center would cover the extra time for the seasonal maintenance employee time.

Commissioner Wendt suggested asking Verlin Cook, Park Maintenance Supervisor, if he thought it would be necessary to keep both seasonal employees until the end of the September.

Chairperson Vallad moved to add "Budget Amendment" as item "B" under Treasurer Report. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

VIII. NEW BUSINESS

A. Discussion of Security Deposit Reimbursement

The Commission reviewed the letter from Deborah Skolnik who was requesting the refund of her security deposit from her rental of the Hart Community Center from July 22, 2010. In her letter Ms. Skolnik explained that her and her associate had rented the center for the July 22, 2010 but unfortunately was not able to use the facility. They contacted the office on July 7, 2010 to cancel the rental, thinking that they were within the time frame for a refund of the security deposit. At the time they contacted the office they were informed that they had missed the deadline by several days.

The Commission discussed the fact that the Hart Community Center Rental Agreement clearly states that if a party is to cancel their rental, the cancellation must occur fourteen business days prior to the rental date. In this situation the securing party did not contact the office until twelve business days prior to the rental date.

Commissioner Loncar suggested that perhaps since the holiday had fallen in that week maybe the Commission would be willing to refund half of the security deposit.

Commissioner Zemon-Parker stated that the rental agreement clearly states the refund policy and that the Commission should keep the security deposit.

After further discussion, Commissioner Christensen suggested that the Commission offer Ms. Skolnik a credit of her security deposit to be used for another rental. If she should decline the credit then no refund will be given.

The other Commissioners agreed with this suggestion.

Commissioner Christensen moved to offer Deborah Skolink a credit of \$ 150.00 to be used within one year for another rental. If she should decline the rental then her security deposit will not be refunded. Commissioner Christensen was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

B. Millage Results

Chairperson Vallad stated that it was great team effort from everyone involved to get the millage passed. It was wonderful that it passed in every precinct by the percentage that it did.

Mike Forst stated that the interesting thing about the election was the millages were the most voted on items, even more than the governorship. The township had a voter turnout of thirty-one percent, which was more than both the county and state average.

Director Tucker stated that it was just wonderful to have everyone that volunteered their time toward accomplishing this goal and it is very much appreciated.

Chairperson Vallad stated that the Friends of the Parks group would be having a follow up meeting soon and would be planning what project(s) they would be doing next.

C. Discussion of 2011 Budget

Director Tucker stated that she has instructed the staff to make priority lists and then she will merge them. She stated that it will be necessary to add some of the maintenance projects and tasks that have been removed over the last several years, such as weed harvesting for the Mill Pond, prior to adding some of the items from the priority lists.

Chairperson Vallad said that she feels the Commission should ask the Township for some funds towards capital improvements.

Ms. Judy Hensler, Township Trustee, stated that she thinks the Commission should ask the Township Board about helping to fund specific capital improvements.

The Commission had a lengthy discussion on what type of capital improvements they would like to see in the 2011 budget.

The Commission has asked Director Tucker to obtain costs for the following capital items:

1. Basketball court repairs
2. Tennis court
3. Two play structures – one at Shiawassee Basin Preserve and one at Shultz Park
4. Parking lot expansion at Shultz and Shiawassee Basin Preserve
5. Pathway from Shiawassee Basin Preserve to Mill Pond Park

It was also decided that the Commission would have a special meeting on August 30, 2010 at 6:00 pm in the lower level conference room to discuss the next draft of the 2011 budget.

The Commission also asked Director Tucker to write a memo to the Township Board to let them know how excited they were that the millage passed and they are making their plans. The Commission would like to ask the Township Board to fund a specific capital improvement project or two but the Commission is working on the priority lists and obtaining the necessary numbers for those projects and as soon as the Commission has that information they will be coming to the Township Board with more specific information.

D. Discussion of Basketball Court Repair Information

Director Tucker stated that the Commission had the quote from Goddard Coatings in their packets. Goddard Coatings is the company that has done repairs on the courts in the past.

Director Tucker stated that, as is shown by the Goddard Coatings quote, the repair will be costly. Director Tucker stated that she is looking to see if she could get other quotes from some other companies on different options that she has been investigating.

Chairperson Vallad moved to take no action on this agenda item at this point and readdress at the September Park Commission meeting if necessary. Chairperson Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

E. Discussion of Budget Differences for the 2010 Budget

The Commission had asked previously for information on where the Department has been able to save money and what expenditure lines may be close to going over budget. Also the Commission asked to see a list of items where funds were spent on that may not have been specifically earmarked in the budget.

Director Tucker stated that the information contained in the Park Commission's packet showed that information.

Chairperson Vallad said that this information was very helpful.

F. Discussion of Mill Pond Beach

Director Tucker showed a power-point presentation of the Davisburg Mill Pond and its current condition, which is not very good. The Mill Pond has not been mechanically weed harvested the last two years.

Director Tucker would propose to the Commission to have the Mill Pond harvested this year for multiple reasons, among them it would give a head start toward solving the problem for next year.

Director Tucker would like a ceiling of \$ 5,000.00 to have the harvesting done. She believes that approximately eight acres will need to be harvested, including the swim area, the area behind the garage, and as close to the dam and the fishing pier as possible.

The Commission had a lengthy discussion on the benefits of harvesting the pond this year versus waiting until next.

Chairperson Vallad moved to have Director Tucker contract with a weed harvesting company with the amount of acreage to be determined at an amount not to exceed \$6,000.00. If necessary this item will be readdressed at the budget workshop. Chairperson Vallad was supported by Commissioner Zemon-Parker. Vote on the

motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 31,096.40 and Trust and Agency at \$ 550.00. Commissioner Christensen was supported by Commissioner LaLone. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

B. Budget Amendment

Revenue:

Increase "Other Revenues" Cost Center by \$ 4,000.00
(Increase "App. Prior Year Fund Balance" line item # 211-010-680 by \$ 4,000.00)
[New "App. Prior Year Fund Balance" line item total: \$4,000.00]
(Previous line item total: \$ 4,000.00)

New "Other Revenues" Cost Center Total \$ 389,100.00
(Previous "Other Revenues" Cost Center Total \$ 385,100.00)

NEW REVENUE TOTAL: \$ 536,875.00
(Previous Revenue Total: \$532,875.00)

Expenditure:

Increase "Maintenance Personnel" Cost Center by \$ 4,000.00
(Increase "Seasonal Park Maintenance" line item # 211-760-704 by \$ 4,000.00)
[New "Seasonal Park Maintenance" line item total: \$12,999.00]
(Previous line item total: \$ 8,999.00)

New "Maintenance Personnel" Cost Center Total: \$ 104,351.00
(Previous "Maintenance Personnel" Cost Center total: \$100,351.00)

NEW EXPENDITURE TOTAL: \$ 536,873.00
(Previous Expenditure Total: \$ 532,873.00)

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

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

The Committee has finished pages twenty-five to thirty-two of the Parks and Recreation Commission Rules of Procedure Policy Manual. Once the corrections have been made they will be submitted for approval under the consent agenda at the September meeting.

B. Non-Profit Community Group Committee

Director Tucker stated that the Rotary plaque dedication was very nice and went very well.

XI. PUBLIC COMMENT

Ms. Hensler commended the Parks Now Committee and the Friends of the Parks Group for all their hard work. It is amazing what they were able to get done on a very limited budget. She was disappointed that the group did not have one hundred percent support from the Park Commission, but she wanted to say she was very excited about the future of the Parks and Recreation Department.

XII. COMMISSIONER COMMENT

Commissioner Loncar thanked everyone for their support for the millage and she seconded Ms. Hensler's comments.

Commissioner Christensen said good job to everyone for their hard work and it was good to work with everyone on the millage campaign.

Commissioner Zemon-Parker said thank you to everyone for their hard work and she is very grateful to the residents of the Township for their support.

Commissioner LaLone asked what was happening with the seniors group working together.

Director Tucker stated that the meeting just took place with Kaleidoscope last week and so things are still being finalized but the trial period is beginning this week.

XIII. ADJOURNMENT

Commissioner Zemon-Parker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:31 pm. Commissioner Zemon-Parker was supported by Commissioner Loncar. Vote on the motion: Yes: Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission