

**Springfield Township  
Parks & Recreation Commission Special Meeting  
Tuesday, September 14, 2010**

**I. CALL TO ORDER**

The September 14, 2010 Special Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:06 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 (arrived at 6:39 pm)  
Lisa Christensen  
Dot LaLone  
Anne Loncar  
Jean Vallad  
Darryl Wendt

**Staff Present**

Casey Reed  
Sarah Richmond  
Jennifer Tucker

**Others Present**

Nancy Strole

**Commissioners Absent**

Commissioner Zemon-Parker with notification

**IV. AGENDA REVISIONS AND APPROVAL**

Director Tucker requested that "Discussion of Energy Audit for Hart Community Center" be added as item "C" under New Business.

Director Tucker requested that "Discussion of Davisburg Farmers' Market" be added as item "D" under New Business.

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

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Regular Meeting Minutes –August 10, 2010 with Additional Disbursements of \$17,785.09 for the Parks & Recreation Fund and \$325.00 for Trust & Agency

- B. Receipt of Activities Report for August
- C. Receipt of Financial Summaries
- D. Receipt of August Budget Printouts
- E. Receipt of Approved Township Board Meeting Minutes for July 8, 2010
- F. Receipt of Young At Heart Active Adults September and October Newsletter
- G. Receipt of Approved 2010 Park Fund Budget Amendment dated August 24, 2010-09-28
- H. Approval of Pages 25-32 and Acknowledgement Page for the Parks Commission Rules of Procedure Manual
- I. Receipt of Information on the 2010 Heritage Festival
  - Receipt of Communications
  - 1. Receipt of Memo to Township Board re: 2011 Budget Request for Capital Improvement Projects dated August 12, 2010.
  - 2. Receipt of Memo to Township Board re: Budget Amendment for 2010 Park Fund Budget dated September 1, 2010

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

**Chairperson Vallad moved to move the Discussion of the Davisburg Farmers' Market up on the agenda. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Baker and Zemon-Parker. The motion carried by a 5-0 vote.**

## **New Business**

### **D. Discussion of Davisburg Farmers' Market**

Director Tucker stated that the Department had been looking at doing a farmers' market for the several years. With the addition of the old lumberyard property there was some excitement that was garnered around it by the Township Supervisor, who showed interest in using the property for the market.

Supervisor Trout had approached Director Tucker inquiring if the Parks and Recreation Department would like to work on the programming for the farmers' market. Director Tucker stated that she and Casey Reed, Recreation Coordinator, had met with Supervisor Trout, Mike Forst, Civic Center Property Manager, Erin Mattice, Supervisor Administrative Assistant, and Anissa Howard, the Market Master for the Clarkston Farmers' Market, at the property to discuss the possibilities for the market.

As of today, September 14, 2010, Township Supervisor Trout approached Director Tucker to inform her that the Department now needed to do a proposal to be put before the Township Board to ask for permission to use the property for the market, to show the revenue and expenditures for the market and to discuss any potential profits. Director Tucker had informed Supervisor Trout that she must have misunderstood their earlier conversations, since it was her understanding that the Department would be handling it like a regular program and the intention was to hire Ms. Howard like an instructor, so her wages would come out of that program, along with any other expenditures necessary to have the market.

Director Tucker stated that there has been a lot of research that has gone into doing the market. To have a successful market it is necessary to be very careful that the products sold are local, among other things. The intention of the Department was to create a niche market by having an organic market. The Department had been working with Ms. Howard to create an agreement that would be entered into with the farmers to ensure that their products were indeed organic and grown locally. The grand opening of the market was scheduled to be at the October 9<sup>th</sup> Heritage Festival.

Director Tucker stated that again it was her understanding that the Department had not only been asked to look into the information for the market but to run the market for the Township. The Department was willing to do that since the market was something that they had wanted to do for some time and it would be for the betterment of the downtown and for the Township. After today the feeling that Director Tucker received was that the Township was doing the Department a favor in allowing them to run the program. Director Tucker had suggested that if the Township did not want the market at the old lumberyard, if there had been a misunderstanding, it would not be a problem for the Parks Department to hold the market in one of the parks where they wouldn't have to worry about having the portable toilets, doing the proposal and none of this would be an issue. But again Director Tucker stated that the Department wanted to work with the Township on the market for the best interest of the residents of the community.

Director Tucker stated that with all that in mind, she feels that there are two options. Option one is to hold the market at the Shiawassee Basin Preserve. Option two is to continue with the process and go to the Township Board to seek their approval and hopefully it will be in the context that it is in conjunction with what the Township Supervisor wants and would like to do.

Nancy Strole, 11990 Davisburg Road, suggested that the Park Commission look at the Township ordinances to see if a market is allowable at the old lumberyard site, look at traffic and parking issues that may require getting a special permit, and if any type of site plan would be necessary. Mrs. Strole stated that she thinks the market is a great idea but definitely there are items that need further investigation in her opinion.

Chairperson Vallad stated that the market is a great idea and one the Department has been looking into for some time now.

Chairperson Vallad suggested putting together a proposal and in it state that the market is a Parks and Recreation program that will be run through our Department and all that they are seeking permission for is to use the Downtown property and if the Department does not have permission to use that property than the farmers' market will take place at the Shiawassee Basin Preserve. Also in the memo should be included that there are some concerns regarding traffic flow, parking and the port-a-johns.

It was pointed out to the Commission that the Township Board did not meet until after the Heritage Festival.

Several of the Park Commissioners had several concerns about the traffic and parking being a concern.

Commissioner Loncar wanted to know if the Davisburg market would be in competition with the Clarkston's Farmers' Market.

Casey Reed, Recreation Coordinator, stated that, no, since the Clarkston market is on Saturdays and the one in Davisburg was scheduled to be held on Sundays. The original plan was to have the kick off for the market at the Heritage Festival and then the market would open the first weekend after July 4<sup>th</sup> and run until the second weekend in October for the 2011 season. It was also suggested to the Department that the kick-off for the market be wherever the market would be for the 2011 season.

Commissioner LaLone pointed out that the portable toilets would have to have hand washing stations in them, which would add to the costs.

Commissioner LaLone wanted to know which staff member would be present during the market hours.

Ms. Reed stated that Ms. Howard would be the employee on site during the market hours; Ms. Howard would be the "Market Master".

Commissioner LaLone feels that the market should be held at the Shiawassee Basin Preserve.

**The regularly scheduled meeting of the Park Commission was called to order at 6:30 pm by Chairperson Vallad.**

The Commission requested that Director Tucker send a memo to Township Supervisor Trout and copy the Township Board that upon the request of Supervisor Trout the Park Commission has discussed his request for a proposal and the Commission has some concerns. They are as follows:

1. Traffic flow in and out of the site
2. Is a site plan necessary to hold the market at the old lumberyard
3. Are any special permits necessary to have the market at that site
4. Parking at the site
5. Portable toilets/Hand washing stations

The Commission feels that a better location for the farmers' market would be the Shiawassee Basin Preserve not the property in downtown.

Chairperson Vallad wanted to know what they should do about the Heritage Festival farmers' market.

Again both Director Tucker and Ms. Reed stated that they feel that wherever the site is going to be for the 2011 market is where the Heritage Festival market should be held since it has been the plan to have the festival be a kickoff for the 2011 season. Unfortunately, this late development has changed the marketing for the market and is delaying the Heritage Festival publications.

The Commission stated that if everything could be arranged then the market should be held at the Shiawassee Basin Preserve the day of the festival.

**VII. OLD BUSINESS**

## **A. Discussion of 2010 Budget**

Director Tucker went over a list of items/projects that might be possible to address in the 2010 budget year.

The Park Commission discussed the list that Director Tucker provided to them. During the discussion the Commission began to address the issue as to whether the Department should be doing the snow plowing in-house. It was decided that the Commission would like to discuss this topic in more depth with the Township Board and directed Director Tucker to have this item placed on the Township Board's October agenda.

**Commissioner Loncar moved to purchase the chainsaw, water softener for 8625 Eaton Road, chairs for the Hart Community Center and add Part-time Maintenance position for the remainder of the 2010 year. Commissioner Loncar was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.**

## **B. Discussion of 2011 Budget**

The Park Commission discussed the third draft of the 2011 Park and Recreation budget. After a lengthy discussion several revisions were made to the draft.

**Chairperson Vallad moved to set the 2011 Parks and Recreation Budget in the amount of \$ 706,861.00 for revenue and expenditure. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Baker and Zemon-Parker. The motion carried by a 6-0 vote.**

## **VIII. NEW BUSINESS**

### **A. Approval of Playground Equipment with Swing Set Bid Specifications for Shiawassee Basin Preserve**

After reviewing the Request for Bid Proposal specifications, the Park Commission requested that item F under number one be added. Item F should read "Include all costs to store equipment until time of installation".

**Commissioner Baker moved to accept the Request for Bid Proposal for Playground Equipment with Swing Set for Shiawassee Basin Preserve as revised. Commissioner Baker was supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.**

### **B. Review of Director's Time Keeping System**

**Chairperson Vallad moved to table this item until the next regularly scheduled meeting. Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Baker and Zemon-Parker. The motion carried by a 6-0 vote.**

**C. Discussion of Energy Audit for the Hart Community Center**

Director Tucker discussed the energy grant that the Township had received with Independence Township and Village of Clarkston. The Township’s portion of the grant is approximately \$47,000.00. Director Tucker stated that the information that she passed out to the Commission this evening, the Springfield Township Community Center level 1 Energy Analysis, had just been received.

The report showed the energy deficiencies in the community center. In the report there were several recommendations made that would make that facility more energy efficient.

**Chairperson Vallad moved to add this item under Old Business for the October agenda and in the interim gather more information from Township Supervisor/Township Board regarding improvements they would like to see the Department do and how much funding the Department might get for this program. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.**

Further Discussion:

Commissioner Baker asked what the estimated cost avoidance was.

This is how much the Department would save and helps to determine the number of years it would take for a payback on the investment.

**X. TREASURER’S REPORT**

**A. Bills List**

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$24,833.89 and Trust and Agency at \$450.00. Commissioner Christensen was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.

**X. COMMITTEE REPORTS**

**A. Policies and Procedure Committee**

None

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

None

**XI. PUBLIC COMMENT**

None

## **XII. COMMISSIONER COMMENT**

Commissioner Baker stated that she would not be able to attend the October meeting.

Commissioner LaLone wanted to know what was happening at Shultz restrooms.

Director Tucker stated that the shed was vandalized on Monday night by individuals trying to pry the door open from the bottom. They were not able to get the door all the way open. Maintenance staff is fixing and reinforcing the door.

Commissioner LaLone wanted to know about what was happening with the roof for the restroom at Shultz Park.

Director Tucker stated that the sky lights were being removed and the area covered up and shingled.

Chairperson Vallad stated that she appreciated everyone's hard work on the budget

## **XIII. ADJOURNMENT**

**Commissioner Wendt moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 9:17 pm. Commissioner Wendt was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: None; Absent: Zemon-Parker. The motion carried by a 6-0 vote.**

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Jennifer Tucker, Director of Parks & Recreation

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Jean Vallad, Chairperson of Park Commission