

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, October 13, 2009**

I. CALL TO ORDER

The October 13, 2009 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:00 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	Staff Present	Others Present
Diane Baker	Casey Reed	
Lisa Christensen	Sarah Richmond	
Dot LaLone	Jennifer Tucker	
Anne Loncar		
Annette Zemon-Parker		
Jean Vallad		
Darryl Wendt		

IV. AGENDA REVISIONS AND APPROVAL

Move New Business to item VII on the agenda above Old Business.

Add "Planting of Meadow West of the Civic Center Sign" as item "B" under New Business.

Add "Davisburg Rotary Club Letter of In-kind Service Project Request" as item "C" under Old Business.

Commissioner Baker moved to accept the agenda as revised. Commissioner Baker was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-September 1, 2009 with Additional Disbursements of \$7,948.35 for Parks & Recreation Fund and \$ 250.00 for Trust and Agency Fund

- B. Approval of Special Meeting Minutes- August 26, 2009
- C. Approval of Special Meeting Minutes- September 24, 2009
- D. Receipt of Parks & Recreation Activities Report for September
- E. Receipt of Budget Printouts for August
- F. Receipt of Budget Printouts for September
- G. Receipt of Approved Township Board Meeting Minutes for August 13, 2009
- H. Receipt of Springfield Township Parks and Recreation Commission Contact Information
- I. Receipt of Memo dated September 30, 2009 re: Township Board's Decision about Snow Removal
- J. Receipt of Young At Heart Active Adults October and November Newsletter
- K. Receipt of Memo dated September 30, 2009 re: Planning for the 2011 to 2016 Master Plan

Receipt of Communication

1.

Commissioner Baker made a correction to her contact information.

Commissioner Zemon-Parker moved to accept the consent agenda as revised. Commissioner Zemon-Parker was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

VII. NEW BUSINESS

A. Discussion of Community Group Contract

Chairperson Vallad stated that after reviewing the Community Group Contract she feels that the November 1st deadline that is listed under item 8B on page 3 should be changed. The sentence reads "In-kind service must be completed by or scheduled with Springfield Township Parks and Recreation by November 1st of each year."

Chairperson Vallad suggested that the new deadline date to have projects scheduled by should be June 1st. Chairperson Vallad also stated that in that paragraph there is no penalty listed for projects that are not scheduled by the deadline date; perhaps that is something that the Commission would like to consider. Chairperson Vallad stated that she is bringing this topic to the Commission because there seems to be an on-going problem with a particular group and when they schedule their in-kind service projects.

Commissioner Zemon-Parker suggested that the community groups have to have their projects completed by December 1st and that there should be a penalty if they are not.

Commissioner LaLone asked why should there be a penalty charged.

Commissioner Zemon-Parker stated that a penalty would help to ensure that community groups completed their in-kind service projects.

Commissioner Baker asked how much were Rotary's rental fees for the use of the Hart Community Center?

Director Tucker stated that for 2009 the Rotary Club owed the Department \$ 1,540.00 for Hart Community Center use. So far in 2009 the Club has worked at the Fishing Derby for \$120.00 and they will be working at the Trick or Treat Trail for \$ 160.00, which is a grand total of \$ 280.00 toward their rent.

Director Tucker also suggested that the Commission look at designating the number of hours that will be awarded to a group when they work at a particular event.

Commissioner Wendt stated that he agrees with designating the number of hours that a group will receive for whatever type of in-kind project that they perform.

Chairperson Vallad asked what the other Commissioners thought about charging a penalty. Do they think a penalty of ten or five percent is appropriate?

Commissioner Baker suggested that perhaps we give the groups a “drop dead date” that projects have to be completed by and they are not completed by that date, then the estimated value will be reduced by ten percent per day.

Commissioner Wendt stated that he could support that type of penalty.

Chairperson Vallad stated that she was in favor of the date change.

Commissioner Wendt was for changing the dates.

Commissioner Baker feels that if the reduction clause is placed in the contract that is showing the community groups that the Department is serious about the contract and there are consequences if they do not meet the deadlines.

Commissioner Loncar stated that she thought that a penalty of two percent or five percent a day would be a good compromise.

The Commission decided that the following wording would be placed into paragraph 8b: “In-kind service must be completed or scheduled with Springfield Township Parks and Recreation by June 1st of each year. The Group understands that if it does not meet the intent of the agreed upon plan by November 15th, the Group will be responsible for paying all fees by December 1st. If the in-kind services are not completed by November 15th then the agreed upon amount associated with the project will be decreased by five percent per day thereafter until the December 1st deadline.”

Chairperson Vallad moved to revise the Community Group Rental Contract as was discussed this evening. Chairperson Vallad was supported Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

B. Planting of Meadow West of Civic Center

Director Tucker passed out the map and information about the three areas that would make up the potential meadow area planting. The meadow area would be a total of six and half acres. Director Tucker stated that our Department is very fortunate to be able to partner with the U.S.

Fish and Wildlife on this project, because they will reimburse the Department one hundred percent for the project.

Director Tucker stated that if the Commission should decide to do this project, it would help to reduce the mowing costs and carbon footprint for the Department.

To complete the project, the area would have to be treated with an herbicide twice and then tilled or disked, then planted by either seed drilled or broadcast spread depending on what is needed.

Chairperson Vallad asked Director Tucker what would happen if a couple of years down the road the Department wanted to change the area.

Director Tucker stated in the U. S. Fish and Wildlife contract it states that the area will not be changed from a prairie for ten years. The reason they do that is because they can't justify spending federal funds on something that is going to be eliminated in five years. Director Tucker also stated that she had talked to U.S. Fish and Wildlife about a change of use in a couple of areas and there is a way to amend the contract.

Commissioner LaLone asked about extending the parking lot for the baseball fields.

Director Tucker stated there are some adjustments that would need to be done in order to extend the parking lot.

Commissioner Christensen asked if the project had to be the whole six and half acres?

Director Tucker stated that the U.S. Fish and Wildlife typically only do projects that are ten plus acres but because our Department has such a good working relationship with them they are willing to do this project.

Chairperson Vallad asked how much the Department would save per year by not mowing the area.

Director Tucker stated that an estimate could be obtained.

Commissioner Zemon-Parker said that she thinks that the project is a great idea.

Commissioner LaLone stated that in the current Master Plan that it calls for that front area to be turned into additional soccer fields if needed.

Director Tucker stated that in the Master Plan it does call for both the soccer fields and parking lot expansion if needed. However, in her opinion, while parking lot expansion will be needed she does not see the need for additional soccer fields.

Chairperson Vallad moved to have the Parks and Recreation Director pursue the meadow planting west of the Civic Center sign through the U.S. Fish and Wildlife Services. This will be in the form of grant money to do said planting. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: LaLone. The motion carried by a 6-1 vote.

VIII. OLD BUSINESS

A. 2010 Parks and Recreation Fund Budget

Chairperson Vallad moved to accept the 2010 Parks and Recreation Fund Budget in the following amounts: Revenue-\$ 509,875.00 and Expenditures- \$ 509,873.00. Chairperson Vallad was supported by Commissioner Loncar. . Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

B. Discussion of Rose Township Agreement

Director Tucker stated that in the Park Commission packets was the most recent draft of the interlocal agreement. She did talk to the Township Attorney, Greg Need, about item number two today, which deals with the 'access strip'. Also, she asked for clarification on item six. Item six states that "Springfield Township is responsible for improvement and maintenance of the access strip". Director Tucker's concern is does this mean the Department has to add an access strip next year? Currently the funds are not available for such a project. Township Attorney Need will be adding language to clarify this item to protect Springfield Township so that improvements can be done when possible.

Chairperson Vallad had a question about item twelve in the contract. She wanted to clarify that the section was to protect the Township from the individuals who owned the property previously.

Director Tucker stated that was correct.

Director Tucker stated that the only other change from the last time the agreement was brought before the Commission is that Rose Township requested that their residents be given access to all Parks and Recreation facilities and programs of Springfield at the same rates charged to Springfield residents for fifteen years.

Commissioner Zemon-Parker moved to accept the Rose Township Interlocal Agreement with the proposed changes from the Township Attorney at the October 13, 2009 Park Commission meeting. Commissioner Zemon-Parker was supported by Commissioner Wendt. . Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

C. Davisburg Rotary Club Letter Regarding In-Kind Service Project Request

Director Tucker passed out a letter that was received from the Davisburg Rotary Club that had been e-mailed to her that afternoon, October 13, 2009.

Chairperson Vallad asked Director Tucker how the club came up with \$ 250.00 to complete the benching project, since there was no breakdown of materials or labor costs with the letter.

Director Tucker stated that all she received was this letter.

Commissioner Loncar asked what type of wood material would be used, wolminized or composite.

Director Tucker stated she believed that it was wolminized wood.

Commissioner Zemon-Parker had an issue with them just giving a lump sum to repair the garage at Mill Pond Park. She understands that they will not know everything they could encounter until they begin the project but the description is not giving the Commission much information.

Commissioner LaLone suggested that the Commission just choose one project for them to do.

Commissioner Wendt stated that he was going to discuss this issue under the Non-Profit Community Group committee. When the committee met with the representatives of the Rotary Club they discussed some of the problems and came up with some guidelines that would be discussed at the Commission meeting. Commissioner Wendt stated that the committee had expected something from the group several weeks ago. He also stated that their main concern was originally fixing up the garage at Mill Pond Park. At the meeting they also gave some other possible options such as repairing and replacing the benches and the parking lot expansion at Shultz Park.

Both Commissioners Wendt and LaLone stated that what is listed in the letter from Rotary was not the information they asked for when they met with the group. Also, they told the group that monies would not be carried over into 2010.

Commissioner Wendt would like to send an e-mail to Mike Wise from the Rotary Club stating that what is in the letter was not what was discussed at their original meetings.

Commissioner Christensen stated that in the e-mail the points should be bulleted so that there was no confusion.

Commissioner Baker wanted to know how bad the garage really was.

Commissioner Wendt stated that in his opinion it is pretty bad and only getting worse.

Commissioner Zemon-Parker stated that the problem with starting the garage project at this point is, if they would be able to finish the project, which includes replacing the T1-11 and painting it, before the weather turns bad.

Director Tucker stated that she feels that the area that the Commission is discussing could make it through the winter with a patch.

Chairperson Vallad asked what the Non-profit Community Group Committee, which is composed of Commissioner Baker, LaLone and Wendt, would like to do since none of them seem happy with the letter that was received.

Commissioner Baker stated that in their [Rotary's Club's] letter they are requesting to carry over into 2010 any extra monies earned in 2009. However, the Community Group Rental Agreement states that no monies will be carried over to the next year and the Park Commission still stands behind it.

Chairperson Vallad stated that the Parks and Recreation Director needs to be included in the discussions with the Committee since she is the facilitator for the Hart Community Center and any contracts for it.

Commissioner Wendt stated that he can agree with that.

Director Tucker stated that it is her job to enforce the contract that the Commission puts forth and that when she does not know what is happening with the groups it is very hard to do that. It is fine that she does not attend the meetings but she does need to know the results of the meetings with the Community Groups.

Chairperson Vallad suggested that between the Non-Profit Community Group Committee members and Director Tucker they do what is necessary to handle this situation and come to some type of resolution by November 1st so that Rotary is in compliance with their contract.

Chairperson Vallad moved to have the Non-Profit Community Group Committee (Commissioners Baker, LaLone and Wendt), along with the Parks and Recreation Director to resolve the in-kind service issue in compliance with the signed Community Group Rental Agreement. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

XII. TREASURER'S REPORT

A. Bills List

Commissioner LaLone moved to approve payment of the bills as follows: Parks and Recreation at \$ 25,156.30 and \$ 150.00 for Trust and Agency. Commissioner LaLone was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

B. Budget Amendment

Revenue:

Increase "Grants" Cost Center by \$ 6,316.00

(Increase "CDBG Reimbursement" line item # 211-012-588 by \$ 6,316.00)

[New "CDBG Reimbursement" line item total: \$ 6,316.00]

(Previous line item total: \$ 0.00)

New "Grants" Cost Center Total \$ 20,947.00

NEW REVENUE TOTAL: \$ 586,947.00

(Previous Revenue Total: \$ 580,631.00)

Expenditure:

Increase "Consultant/Contractor" Cost Center by \$ 6,340.00

(Increase "Planner" line item # 211-768-803 by \$ 6,340.00)

[New "Planner" line item total: \$ 6,340.00]

(Previous line item total: \$ 0.00)

New "Consultant/Contractor" Cost Center Total: \$ 71,438.00

(Previous "Consultant/Contractor" Cost Center total: \$65,098.00)

NEW EXPENDITURE TOTAL: \$ 576,760.00

(Previous Expenditure Total: \$ 570,420.00)

Chairperson Vallad moved to accept the 2009 Parks and Recreation Fund budget amendment dated September 30, 2009. Chairperson Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

Chairperson Vallad stated that she still needs to meet with the committee to discuss the Director's time protocol.

B. Shiawassee Basin Preserve Rental Properties Committee

None

C. Non-Profit Community Group Committee

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Loncar thanked Director Tucker and the staff on the good job preparing the budget. She also stated that she had a great time participating in the Road Rally. Also the Heritage Festival was a great idea and a very good program.

Commissioner Baker thanked Verlin Cook, Park Maintenance Supervisor, for supplying the winter to-do list. She also thanked Casey Reed, Recreation Coordinator, and the rest of the staff for a good job on the Heritage Festival; it was a lot of fun.

Commissioners Christensen and Zemon-Parker both thanked the staff for a job well done on the Heritage Festival.

Chairperson Vallad expressed that she was sorry that she missed the Festival and she would like to see some pictures plus good job to the staff for all their hard work.

XIII. ADJOURNMENT

Commissioner Wendt moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:55 pm. Commissioner Wendt was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission