

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, April 14, 2009**

I. CALL TO ORDER

The April 14, 2009 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:02 p.m. by Chairperson Parke at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Dot LaLone
Rich Parke
Annette Zemon-Parker
Lisa Sargent
Jean Vallad
Darryl Wendt

Staff Present

Jennifer Tucker

Others Present

Verlin Cook

Commissioner Absent

Diane Baker with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "Safety Surface for Playground" as item "B" under New Business.

Move "Approval of Hiring Seasonal Maintenance Staff" to item "D" under New Business.

Add "Discussion of Concession Stand Agreement" as item "C" under New Business

Commissioner Vallad moved to accept the agenda as revised. Commissioner Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: LaLone, Parke, Zemon-Parker, Sargent, 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-March 10, 2009 with Additional Disbursements of \$11,680.26 for Parks & Recreation Fund and \$ 150.00 for Trust & Agency Fund
- B. Receipt of Parks & Recreation Activities Report for March

- C. Receipt of Financial Summaries
- D. Receipt of After Audit December Budget Printouts
- E. Receipt of February Budget Printouts
- F. Receipt of Approved Township Board Meeting Minutes for February 12, 2009
- G. Receipt of Tentative April Calendar of Events
- H. Receipt of Letter to Oakland County Parks dated March 17, 2009 re: Aquatic Treatment of the Davisburg Mill Pond
- I. Receipt of Memo to Township Board dated March 17, 2009 re: Request for Approval for Budget Amendment
- J. Receipt of Letter from Oakland County Health Division dated March 19, 2009 re: Well at 8625 Eaton Road
- K. Receipt of Capital Improvement Project List as compiled at March 10, 2009 Park Commission Meeting
- L. Approval of Healthcare Option as Established by Township Board
- M. Receipt of Young At Heart April & May Newsletter

Receipt of Communication

1.

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

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Parcel number 07-07-351.001 owned by Rose Township

Director Tucker stated that Rose Township received ownership of parcel number 07-07-351.001, which is adjacent to the Shiawassee Basin Preserve, as a result of a court judgment with a private landowner. This piece of property is on the other side of the railroad tracks and consists of thirty-five acres and would allow our department to have an easement to enter into the west side of the Shiawassee Basin Preserve.

Chairperson Parke wanted to clarify that this piece of property is bow-tie in shape and the thirty-five acre triangle that the Commission is discussing is actually in Springfield Township.

Director Tucker stated that a great deal of the property is made up of wetlands within the thirty-five acres and that there would be conditions placed on the property but they would be no different than the restrictions that are placed on other parts of the Shiawassee Basin Preserve.

Director Tucker stated that by obtaining this piece of property the Department would be able to apply for a conversion from the Michigan Department of Natural Resources. The conversion will swap the 8625 Eaton Road rental house property for the new parcel with all the MDNR restrictions.

Chairperson Parke stated that an appraisal would be necessary to show that the thirty-five acre parcel is roughly equivalent in value to the property that the Department would be exchanging.

Commissioner Vallad moved to pursue the discussion of parcel number 07-07-351.001 with the Rose Township Board as outlined in Director Tucker's letter dated April 3, 2009. Commissioner Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: LaLone, Parke, Zemon-Parker, Sargent, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

B. Safety Surface for Playground

Commissioner Vallad stated that she asked to add this item on the agenda this evening because she has some concerns regarding the safety surface at the Mill Pond Park playscape. It is her belief that some funds will need to be spent to correct the situation.

The Commission discussed the potential costs associated with the varying types of safety surface. After some discussion the Commission felt that it was prudent to continue using the current wood fiber safety surface.

Director Tucker stated that unfortunately at this time she did not have exact price estimates on how much the safety surface would cost since she did not know that this item would be added to the agenda this evening.

Chairperson Parke stated that Director Tucker's spending limit is \$ 750.00. The cost for the necessary amount of surface that will be needed to correct the problem will most likely not exceed Director Tucker's spending limit. In addition, staff will be installing the material so there is no an additional cost that will be incurred with the project for installation. Chairperson Parke stated that the spending limitations are appropriately in place in order to resolve the issue. If there is a problem where the costs will exceed Director Tucker's spending limit then she will get back to the Commission.

C. Discussion of Concession Stand Agreement

Director Tucker stated that she was able to obtain a contractor to perform the concession stand duties. In the current 2009 Parks and Recreation Fund budget all concession stand funding has been removed due to budget constraints. However, Director Tucker stated that she did not want patrons of the baseball programs coming to the games and being disappointed that they could purchase items from the concession stand.

The concession stand agreement that Director Tucker presented to the Commission was one that both the Commission and the Township Attorney, Greg Need, have looked at. The one change that Director Tucker would like to make to the agreement is instead of a percentage, she would like to charge the contractor a flat fee for usage of the concession stand portion of the building.

Director Tucker recommended for the 2009 season the fee be \$ 100.00. At the end of the season the Commission and Director Tucker can reevaluate the flat fee for usage and how the agreement benefited the Department and the community.

Commissioner Vallad inquired how much revenue was made from the concession stand.

Director Tucker stated that in the last year we spent \$ 2,386.41 for supplies and concession stand staff and the revenue that was made was \$ 2,010.73.

Commissioner Vallad wanted to make sure that there is a time frame for usage listed in the contract.

Chairperson Parke wanted to make sure that paragraph three of the contract remained the same. In that paragraph it states that the Commission may examine the contractor's record books for the operation of the concession stand. This will be beneficial to the Commission because it will allow them to see what type and how much of the product was sold and the amount of profits the contractor was able to make.

Commissioner LaLone wanted to clarify that the \$ 100.00 fee was for the entire baseball season.

Director Tucker stated that it was for the entire season.

Commissioner Lalone wanted to make sure that the contractor would have all the necessary permits and insurance before beginning to operate the concession stand.

Director Tucker stated that all the necessary paperwork would be on file before the concession stand opened.

Commissioner Vallad moved that Director Tucker contact the Township Attorney, Greg Need, to change the fifteen percent commission to a \$ 100.00 flat fee for usage in the concession stand agreement. In addition, the Commission would like to have Director Tucker contact Kenneth Darga to contract with him as the Department's concessionaire for the 2009 baseball season. Commissioner Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: LaLone, Parke, Zemon-Parker, Sargent, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

D. Approval of hiring Seasonal Maintenance Staff

Director Tucker stated that in the 2009 Parks and Recreation Fund budget there was originally five seasonal employees budgeted. However, since there is currently an approximate \$10,000.00 deficit in the current budget, this particular line item is one of the last places where there is money left that will not impact a year-round position or impact the health and safety of our residents. Director Tucker is advocating reducing the seasonal staff line item to leave two full-time seasonal employees.

Chairperson Parke stated that he was disinclined to make that budget change without making a budget amendment and running it by the Township Board.

The Commission discussed some of the projects that needed to be completed over the summer season and how many seasonal employees would be optimal in order to accomplish those tasks. Commissioner LaLone reminded the other Commissioners that the Site Supervisors and Baseball Coordinator will be marking the fields and the Ranger would be opening and assisting with the cleaning of the restrooms on the weekends during the summer.

Verlin Cook, Park Maintenance Supervisor, stated having either two to three seasonal employees would work well for him.

The Commission directed Director Tucker to proceed with hiring three seasonal maintenance employees.

Chairperson Parke wanted to clarify that when the budget amendment is sent to the Township Board, it will explain the Commission's decision to only hire three seasonal employees versus the five employees that was originally budgeted.

IX. TREASURER'S REPORT

A. Bills List

Commissioner LaLone moved to approve payment of the bills as follows: Parks and Recreation at \$ 19,020.35. Commissioner LaLone was supported by Commissioner Vallad. Vote on the motion: Yes: LaLone, Parke, Zemon-Parker, Sargent, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

None

B. Shiawassee Basin Preserve Rental Properties Committee

None

C. Non-Profit Community Group Committee

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Zemon-Parker stated that at the past Park Commission meetings there have been a lot of discussions regarding employee vacations. She was wondering if there is a calendar available with all the vacations listed on it.

Director Tucker stated that there is not a calendar like that. Most vacations are tentative because sometimes plans have to change due to circumstances. Director Tucker will e-mail Commissioner Zemon-Parker with her planned vacations.

Commissioner LaLone stated that May would be the annual Headwaters Trail canoe trip down the Shiawassee for anyone that is interested.

XIII. ADJOURNMENT

Commissioner LaLone moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:39 pm. Commissioner LaLone was supported by Commissioner Wendt. Vote on the motion: Yes: LaLone, Parke, Zemon-Parker, Sargent, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission