

**Springfield Township  
Parks & Recreation Commission Regular Meeting  
Tuesday, August 11, 2009**

**I. CALL TO ORDER**

The August 11, 2009 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:03 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  
Annette Zemon- Parker  
Jean Vallad  
Darryl Wendt

**Staff Present**

Casey Reed  
Sarah Richmond  
Jennifer Tucker

**Others Present**

Verlin Cook  
Judy Hensler, Township Trustee  
Ron Hudson  
Collin Walls  
Judy Windrim, Davisburg Rotary Club

**Commissioner Absent**

Diane Baker with notification

**IV. AGENDA REVISIONS AND APPROVAL**

Add "July Budget Printouts" to item "J" under Consent.

Add "Young At Heart Active Adults Newsletter" as item "K" under Consent.

Add "August Township Board Agenda" as item "L" under Consent.

Add "Rose Township Interlocal Agreement" as item "C" under Old Business.

Add "Staff Daily Logs" as item "C" under New Business.

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

**V. PUBLIC COMMENT**

Judy Windrim, the current Davisburg Rotary Club President, would like to request from the Park Commission a new list of projects that their group could perform for the in-kind service that they perform in lieu of their Hart Community Center rent. They would like to receive the list as soon

as possible so that it could be presented to their board and then come back to the Park Commission at the September meeting with their proposed plan.

Director Tucker stated that she would compile a list and e-mail it to the Park Commission members by Friday, August 14, 2009 for their approval before forwarding it onto Mrs. Windrim.

## **VI. CONSENT AGENDA**

- A. Approval of Regular Meeting Minutes-July 14, 2009 with Additional Disbursements of \$5,236.96 for Parks & Recreation Fund and \$ 600.00 for Trust and Agency Fund
- B. Receipt of Parks & Recreation Activities Report for July
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for June 11, 2009
- E. Approval of Request to Rent the Hart Community Center on June 12, 2010
- F. Receipt of Letter from Rich Parke dated July 14, 2009
- G. Receipt of Memo to Township Board dated August 4, 2009 re: New Park Commission Chairperson
- H. Receipt of Communication from Ron Hudson re: Information on Floating Island
- I. Receipt of Memo to Township Board dated August 5, 2009 re: 2010 General Fund Contribution Request

### Receipt of Communication

1.

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

## **VII. OLD BUSINESS**

### **A. 2010 Parks and Recreation Fund Budget**

Director Tucker stated that the Township Board did not have their Budget Workshop on August 10, 2009 due to a power outage at the Civic Center.

At this time there is nothing new to report.

### **B. Discussion of September Meeting Date**

As was discussed at July's meeting and in Director Tucker's memo, the September meeting date is scheduled for September 8, 2009, which is the Tuesday that falls directly after Labor Day. It was indicated at July's meeting that there might be some Commissioners that would not be able to attend the meeting.

As was also stated in Director Tucker's memo, if the Park Commission should decide to move the meeting to September 1, 2009, it would allow the Commission the opportunity to interview the candidates for the Commission vacancy and provide a recommendation to be placed in the Township Board's packets.

Commissioner LaLone stated that she would not be able to attend the meeting on September 1<sup>st</sup>.

Commissioner Zemon-Parker stated that she would not be able to attend the meeting on September 8<sup>th</sup>.

**Chairperson Vallad moved to move the regularly scheduled meeting from September 8<sup>th</sup> to September 1<sup>st</sup>. Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Christensen, LaLone, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 5-0 vote.**

Further Discussion:

Director Tucker stated she will contact the candidates to set up interview times for each candidate. Each candidate will be allowed twenty minutes. The interviews would begin at 7:00 pm.

The Commission asked to have the interview questions e-mailed to them so they could review them prior to September 1<sup>st</sup>.

**C. Rose Township Interlocal Agreement**

Director Tucker passed out the interlocal agreement that was received that afternoon.

Director Tucker stated that the Rose Township Board would be discussing the agreement at their August 12, 2009 meeting. Director Tucker also stated that the agreement had already been sent to Mr. Greg Need, Township Attorney.

Commissioner LaLone asked Mr. Collin Walls, former Springfield Township Supervisor, his opinion on the agreement since the process began while he was in office. Mr. Walls supplied the Commission with a few recommendations but stated that Mr. Need, the Township Attorney, would have more answers.

Chairperson Vallad stated that she thinks that the Commission should wait to proceed with the discussion on this topic until Mr. Need contacts Director Tucker with his recommendations.

Director Tucker stated that she will inform the Rose Township Board that the Park Commission will be reviewing the agreement once they receive Mr. Need's recommendations.

**Chairperson Vallad moved to table the Rose Township Property Transfer Interlocal Agreement to the next regularly scheduled Park Commission meeting contingent upon receiving Greg Needs, Township Attorney, report. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Christensen, LaLone, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 5-0 vote.**

**VIII. NEW BUSINESS**

**A. Announcement of Inclusion in Stimulus Funded Invasive Specie Control Program**

Director Tucker stated that the department had been lucky enough to be chosen to be included in the Invasive Specie Control Program, which is a stimulus funded program. This program is for swallow-wort removal and control. Swallow-wort is thought to be Michigan's worst invasive species.

Swallow-wort spreads very quickly and the area affected within the parks system is much worse than originally thought. Shiawassee Basin Preserve has been ranked second in importance of treatment in the entire state of Michigan, after Petoskey.

This plan includes funding for two years to treat this invasive specie, with no funds expended from the Parks and Recreation budget.

Director Tucker stated that she will keep the Park Commission informed once the Michigan Department of Natural Resources has awarded the bid for this project.

## **B. Davisburg Heritage Festival**

The Davisburg Heritage Festival will be held on Saturday, October 10, 2009 in conjunction with the Oakland County Ellis Barn Festival.

Casey Reed, Recreation Coordinator, presented the Commission with some of the activities that would be taking place that day. Some of those activities include a pancake breakfast, an antique tractor display, wagon ride park tours, old time crafts and games and an antique tractor parade to Ellis Barn.

As further information becomes available it will be forwarded on to the Commission.

## **C. Staff Daily Logs**

Chairperson Vallad stated that she began thinking about this topic after she was working on the 2010 budget. She stated that she would like to know what everyone's jobs entail so that in the future, if hard decisions have to be made in regards to staffing, she would then be able to make an informed decision.

Commissioner Wendt stated that for himself, he would like to look at this as a way to better understand what the staff does, not as a way to cut corners somewhere. He knows that he personally is asked at his job to periodically supply a list of things that he is doing.

Chairperson Vallad asked if he would like to see a daily log.

Commissioner Wendt stated perhaps a weekly log to begin with would be best and then eventually go to a once a month log.

Chairperson Vallad also stated that she did not know if she had current job descriptions.

Director Tucker stated that perhaps that was a place to start, so that the Park Commission could begin reviewing the job descriptions to get an idea of what each position is responsible for.

Commissioner Wendt clarified that he was not looking for a minute by minute log but just a general log of what was happening throughout the day.

Chairperson Vallad agreed that a daily log was perhaps not the best approach. She would like to see the job descriptions before the September meeting, if possible.

## **XII. TREASURER'S REPORT**

### **A. Bills List**

**Commissioner LaLone moved to approve payment of the bills as follows: Parks and Recreation at \$ 32,558.68 and \$ 375.00 for Trust and Agency. Commissioner LaLone was supported by Chairperson Vallad. Vote on the motion: Yes: Christensen, LaLone, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. The motion carried by a 5-0 vote.**

## **X. COMMITTEE REPORTS**

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

Director Tucker will e-mail the protocol rough draft to the committee members and then the committee can meet. The members of this committee are Commissioner Baker, Zemon-Parker and Vallad.

### **B. Shiawassee Basin Preserve Rental Properties Committee**

This matter was discussed under Old Business "C".

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

A new project list will be compiled for the Davisburg Rotary Club so that they can decide on what project they would be able to do for in-kind service.

## **XI. PUBLIC COMMENT**

None

## **XII. COMMISSIONER COMMENT**

Commissioner Wendt thanked Casey Reed for her work on the Davisburg Heritage Festival. His last comment was to the staff, especially Director Tucker, Sarah Richmond, and Casey Reed. He wanted to clarify that he was not trying to pinpoint and say that individuals are not doing their jobs. He is just asking for a log so that he understands who does what and what are each persons responsibilities. He wanted to make sure that the staff understood his intentions.

Chairperson Vallad was wondering how the Davisburg Heritage Festival was going to be advertised.

Casey Reed stated that it was in the fall/winter brochure, it will be put on flyers that will go out to the schools, it will be posted to the township cable and website, a permit to have signage over the road is being pursued, and signs will be posted around town.

### **XIII. ADJOURNMENT**

**Commissioner LaLone moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:25 pm. Commissioner LaLone was supported by Commissioner Wendt. Vote on the motion: Yes: Christensen, LaLone, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker. 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