

**Springfield Township  
Parks & Recreation Commission Special Meeting  
Thursday, September 24, 2009**

**I. CALL TO ORDER**

The September 24, 2009 Special Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:40 p.m. by Chairperson Vallad at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

**II. ROLL CALL**

**Commissioners Present**

Diane Baker  
Lisa Christensen  
Anne Loncar  
Annette Zemon-Parker  
Jean Vallad

**Staff Present**

Verlin Cook  
Sarah Richmond  
Jennifer Tucker

**Others Present**

Mike Forst, Civic Center Property Manager

**Commissioner Absent**

Dot LaLone with notification  
Darryl Wendt with notification

**III. NEW BUSINESS**

**A. Discussion of 2009 Snow Plowing**

Director Tucker discussed the fact that at the August 31, 2009 Township Board Budget Workshop meeting, the Township was very encouraging about working with the Parks Commission on certain projects and purchases of equipment.

Also discussed at the budget workshop was the possibility of performing snow removal in-house.

Director Tucker, Mike Forst, Civic Center Property Manager, with input from Verlin Cook, Park Maintenance Supervisor, put together a summary of costs associated with performing the snow plowing in-house. One option that was highlighted in the memo to the Township Board was to have the Fire Department do their own plowing this year with a plow on Fire Chief Oak's truck and the Civic Center would honor the remaining year on their snow plowing contract.

The information that was compiled will be presented to the Township Board at their second budget workshop meeting next week.

Mr. Forst highlighted that there are ways that everyone could save money. In addition, if everyone was doing their own snow plowing they would be able to back each other up in case something happened. Also in his opinion when you are performing your own snow removal you will be able to get better service.

Commissioner Zemon-Parker asked how long it would be before the equipment would be paid off.

Director Tucker stated that it really depended on how you looked at it. You have to think about equipment costs, employee costs, etc.

Mr. Forst stated that the payback would probably be as early as year three but it really depends on how much snow we receive.

Commissioner Vallad asked who would be in charge of managing the plowing, Mr. Forst or Director Tucker.

Mr. Forst stated that he thinks that it would be up to the Township Board.

Chairperson Vallad expressed her concern that all the snow removal responsibility would fall onto the Parks and Recreation Department and that is not what she would like to see happen.

Commissioner Zemon-Parker stated that she agrees with Chairperson Vallad. She also stated that she has some concerns about the possibility of even trying to get the proposal up and running for this season.

Mr. Forst asked if the Park Commission would be willing to be involved if Mr. Cook was responsible just for the Parks property and be a back up for the Township. He also stated that he does not think that the Township Board is looking for our Department to do all the snow removal for the entire Township, there is no way that it would be possible with the manpower that the Parks Department has.

Commissioner Baker stated that she did not see insurance listed under variable costs.

Director Tucker stated there would be a minimal charge. The agent stated that because of the policy that the Township has, the minimal charge would not be very much.

Mr. Cook stated that he feels that the Department would receive better service if the snow removal is done in-house. The whole concept of the snow removal being done in-house does not worry him personally.

Commissioner Loncar asked if Mr. Cook would have time in his schedule to perform the plowing for the Department, or would it take away from other duties that he has.

Mr. Cook stated that in the winter time he does stay very busy and he does not worry about doing the Hart Community Center. He did have concerns about needing to have back-up just in case.

Commissioner Zemon-Parker stated that she could probably be in favor of doing the snow removal for next year in-house once some of her concerns are answered. She also stated that if the Department was to do this next year, this issue needs to be addressed early perhaps in June or July.

Director Tucker stated that the recommendation that Mr. Forst and she were presenting to the Township Board was not for this year but for next year.

Commissioner Christensen stated that she could agree if all the details could be ironed out for us to perform the snow removal for our own sites.

Commissioner Baker echoes both Commissioner Christensen and Commissioner Zemon-Parker's comments. She would also like to see an inventory of jobs that Mr. Cook performs throughout the winter and how much it would affect the service if he is not able to complete those jobs in the winter.

Commissioner Loncar stated that she thinks it is a good idea. She too would like more information on what the Township wants but has concerns; she does not want to see this fall completely onto the Parks Department. She can see that it would be economical for the Department if this venture is a true partnership with the Township.

Mr. Forst stated that he too has concerns and questions for the Township Board and hopefully they will be answered at the next meeting.

Director Tucker stated that only two bids were received. North Oakland Landscaping, which is the lowest bidder, has four trucks and references are Chief Charlie Oaks and Trustee Roger Lamont.

No Limits Landscaping is the current contractor for the Township.

**Commissioner Baker moved to hire North Oakland Landscaping for snow removal for the 2009-2010 season for the prices listed in the bid summary. The contract dates would be from October 24, 2009 through April 15, 2010. In addition, the Commission requests that Director Tucker not sign the contract until October 14<sup>th</sup> in order to receive more feedback from the Township Board from their Budget Workshop and October meeting. Commissioner Baker was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. The motion carried by a 5-0 vote.**

#### **IV. OLD BUSINESS**

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

Director Tucker stated that the Budget Workshop on August 30, 2009 was very encouraging. The Township Board allocated \$358,000.00 from the general fund to the Parks Department. It will be necessary to reduce the budget by \$ 36,478.00 to balance the budget.

Director Tucker presented a sheet of suggestions for possible reductions/eliminations for the Commission to consider.

The Park Commission asked several questions regarding the items that were on Director's Tucker list.

After much discussion it was decided that the Commission would like to see two seasonal employees left in the budget.

Director Tucker stated that to accommodate for two seasonal employees in the budget other adjustments would have to be made to the budget.

The Commission agreed with most of Director Tucker's suggestions with a few changes. It was decided that this item will be discussed again at the October meeting after the additional changes have been made.

## **V. ADJOURNMENT**

**Commissioner Zemon-Parker moved to adjourn the Special Meeting of the Springfield Township Parks and Recreation at 9:13 pm. Commissioner Zemon-Parker was supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Christensen, Loncar, Zemon-Parker, and Vallad; No: None; Absent: LaLone and Wendt. 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