

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, May 8, 2007**

I. CALL TO ORDER

The May 8, 2007, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:11 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

Diane Baker (arrived at 7:14pm)
Ron Hudson
Kelly Hyer
Dot LaLone
Rich Parke
Annette Zemon-Parker
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Zemon-Parker moved to accept the agenda as presented. Commissioner Zemon-Parker was supported by Commissioner Vallad. The motion carried by a 6-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes-April 17, 2007 with Additional Disbursements of \$3,090.82 for Parks & Recreation Fund
- B. Receipt of Parks & Recreation Activities Report for April
- C. Receipt of Financial Summaries
- D. Receipt of Township Board Meeting Minutes for April 12, 2007 (subject to board approval)
- E. Receipt of Tentative May Calendar of Events
- F. Receipt of Township Board Agenda for May 10, 2007

Receipt of Communications

1.

Commissioner Vallad moved to accept the consent agenda as revised. Commissioner Vallad was supported by Commissioner Hyer. The motion carried by a 6-0 vote.

VII. OLD BUSINESS

A. 2008 Budget Process

Chairperson Parke indicated that at the last Park Commission meeting in March he had volunteered to draft a letter to the members of the Township Board addressing the budget process for the 2008 budget year. Chairperson Parke stated that he has yet to complete that letter but he will be working on the communication.

Commissioner LaLone stated that she felt that the draft budget for 2008 should contain the same amount as 2007 for the "Transfer from General Fund".

Commissioner Vallad suggested that Chairperson Parke proceed with the letter and see what response was given by the Township Board members.

VIII. NEW BUSINESS

A. Natural Features Update

I. Prescribed Burn

Director Tucker informed the Commission that the prescribed burns went well. All the information detailing the prescribed burns is contained within her memo dated May 3, 2007 and attachment.

II. Invasive Species Removal

Director Tucker discussed The Natural Conservancy plan to work on invasive specie removal in the Shiawassee Basin Preserve. The piece of equipment that TNC would like to use is a hydro-axe. The hydro-axe will complete more autumn olive removal in a week than the department could do in a month's time. TNC asked if Springfield Township Parks and Recreation could help fund the operation of this equipment. For forty hours it would be between \$55.00 to \$62.50 an hour the cost of which is the person to operate the machine and the machine itself. TNC is estimating that to remove the extensive amount of the autumn olive in the west side burn unit, which was just burned, would take about 40 hours. The estimated cost is \$ 2,200.00 to 2,500.00 for the week. TNC will also come back and treat the invasive specie at no charge to the department.

Commissioner LaLone asked how All Terrain Vehicle (ATV) users would be kept out of the area. Once people see that the area is torn up they will think that it is an ideal place to go and ride around.

Chairperson Parke indicated that the Commission had once before discussed the option of fencing that area.

Commissioner LaLone asked if the railroad would ever consider putting fencing near the tracks.

Director Tucker stated that she would discuss the option with her contact at the railroad. She also discussed that staff could be made available to erect the fencing.

Commissioner Baker asked if Director Tucker could please contact the railroad company to see if they would be willing to assist in the fencing project.

Chairperson Parke moved to approve \$ 2,500.00 to be used toward the autumn olive removal and \$ 2,000.00 to be used toward fencing materials. Chairperson Parke was supported by Commissioner Baker. The motion carried by a 7-0 vote.

Director Tucker also stated that she had just obtained information that U.S. Fish and Wildlife has found funds to pay for the entire planting which was discussed at the March Park Commission meeting. This will save the Springfield Township Parks and Recreation Department an additional \$ 990.00.

B. Needs Assessment

Director Tucker inquired if the Park Commission would like her to seek an estimated cost for a Needs Assessment. An assessment would reflect what funding is necessary to run the Parks and Recreation Department.

Chairperson Parke stated that he felt that this project could be potentially one of the most important expenditures that the department will have this year.

Several Commissioners stated that in the bid proposals that they would like to see a timeline for the project, staffing, resources, examples of prior needs assessment, benchmarking against other Townships/Parks and Recreations of comparable size and assets and the company's references.

Chairperson Parke moved to ask Director Tucker to Request Bid Proposals for the Needs Assessment Project for Springfield Township Parks and Recreation Department. Chairperson Parke was supported by Commissioner Baker. The motion carried by a 7-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$ 22,119.82 and Trust and Agency \$ 200.00. Commissioner Vallad was supported by Commissioner LaLone. The motion carried by a 7-0 vote.

B. Budget Amendment

The Park Commission is waiting to address the budget amendment until all the equipment and uniforms have been ordered for the baseball, softball and t-ball program. In addition

they are waiting until they have received the invoice for the Mill Pond Parking Lot Reconstruction Project.

X. COMMITTEE REPORTS

A. Millage Investigation Committee

The committee members went over the voter registration data cost sheet, which they received from Clerk Strole.

B. Policies and Procedure Committee

None

C. Shiawassee Basin Preserve Rental Properties Committee

None

D. Non-Profit Community Group Committee

The committee met with the Piecemakers Quilting group on May 2, 2007 to discuss the option of having an in-kind service arrangement.

The committee also discussed the use of a storage closet issue. The group felt that they owned their storage closet. The committee clarified the fact that the closet belongs to the Parks and Recreation Department. Steps to solidify the in-kind service arrangement will be taken. If any further discussion is needed, a second committee meeting will be scheduled.

E. Clarkston Leadership Steering Committee

The Commission discussed the announcement of the Leadership Clarkston Joint Board meeting on June 7, 2007.

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Zemon-Parker stated that she liked having the meetings in the lower level conference room. She feels like it is more a round table discussion and she enjoys it.

Commissioner LaLone handed out reminders that the canoe race in Holly was going to held on May 20, 2007. In addition, she informed the Commission about the meeting that she attended with thirty communities in Fenton on May 8, 2007 about the Shiawassee River from here all the way up to the Saginaw Bay.

Commissioner Baker stated that she was glad that the department had taken advantage of The Nature Conservancy resources for prescribed burn and she hopes that we are able to continue the communication with the Fire Department.

XIII. ADJOURNMENT

Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:45 pm. Commissioner Vallad was supported by Commissioner Hudson. Vote on the motion: Yes: 7; No: None; Absent: None. The motion carried by a 7-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Rich Parke, Chairperson of Park Commission