

Supervisor Foether called the meeting to order at 9:00am.
The pledge was led by Supervisor Foether.

Roll Call:

Present: Tom Borcharding (left 10:10am), Michael Clinesmith, Bruce Foether, John Stack, Bill Gray

Absent: Tom Borcharding (after 10:10am)

New Business:

Parks & Recreation:

The Supervisor requested a copy of the resolution be given to the Parks and Recreation chair when approved.

Motion by Gray, seconded by Borcharding to accept Resolution 05-2017 as amended.

Roll Call: Stack – Yes, Borcharding – Yes, Clinesmith – Yes, Foether – Yes, Gray - Yes
Vote 5-0, RESOLUTION CARRIED.

RESOLUTION 05-2017: ESTABLISHING A TOWNSHIP PARKS & RECREATION COMMITTEE

At a meeting of the Township Board held on the 21st day of January, 2017 in the Vassar Township Hall, 4505 W Saginaw Rd, Vassar, MI 48768, the following resolution was offered by Bill Gray and supported by Tom Borcharding.

WHEREAS, the Township currently owns property that has been used for playgrounds and other public recreation; and

WHEREAS, the Township is interested in fostering and continuing recreation programs within the Township; and

WHEREAS, Public Act 156 of 1917, as amended, authorizes a township to operate a recreation system and to appoint a recreation board.

WHEREAS, the understanding of the Township is its Parks & Recreation Committee will act as a recreation board according to Public Act 156 of 1917.

NOW THEREFORE BE IT HEREBY RESOLVED:

That the Township of Vassar hereby establishes the "Vassar Township Parks & Recreation Committee" as follows:

1. **MEMBERSHIP:** Membership shall consist of seven (7) individuals selected upon the basis of their respective qualifications and fitness to serve, and who represent the various interests of the community.

- a. One member of the Township Board and one member of the Township Planning Commission shall be appointed to the Parks & Recreation Committee, as ex officio members.
- b. Members of a Parks & Recreation Committee, other than ex officio members, shall be appointed for 2-year terms. Members shall be appointed by the Township Board.
- c. Upon the expiration of the terms of the members first appointed, successors shall be appointed in like manner for terms of two years each.
- d. Vacancies shall be filled in the same manner as an appointment and appointments will be for the remainder of an unexpired term.

2. **OFFICERS:**

- a. ***Election:*** At the first regular meeting and in the regular meeting held in the month of July every year thereafter, the Parks & Recreation Committee shall elect from its membership a Chairperson, Vice-Chairperson, Secretary, and any other officer it deems necessary. All officers shall serve a term of one (1) year, or until their successors are elected and assume office. The Township Board member may not serve as the Chairperson or Vice-Chairperson of the Parks & Recreation Committee.
- b. ***Chairperson:*** The Chairperson presides at all meetings, appoints committees and performs such other duties as may be authorized by the Parks & Recreation Committee.
- c. ***Vice-Chairperson:*** The Vice-Chairperson acts as Chairperson in the absence of that officer.
- d. ***Secretary:*** The Secretary is responsible to perform the following duties:
 - i. Take accurate minutes of each meeting as a record to be recorded by the Township Clerk. The minutes must contain a brief synopsis of the meeting, including a complete statement of all motions and record of votes, conditions or recommendations made on any action, and record of members attending.
 - ii. Handle correspondence with other groups or persons, as directed by the Parks & Recreation Committee and provide all communications, petitions, reports or other written materials received by the Secretary to the Parks & Recreation Committee.
 - iii. Verify issuance of notices required by the Open Meetings Act.

- iv. Execute documents in the name of the Parks & Recreation Committee.
 - v. Perform such other duties as the Parks & Recreation Committee may direct.
 - e. Officers will be paid according to resolution made by the Board of Trustees.
3. **MEETINGS:** The business of the Parks & Recreation Committee shall be conducted at public meetings held at the Vassar Township Hall in compliance with the Open Meetings Act. The Parks & Recreation Committee may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.
- a. ***Regular Meetings:*** The Parks & Recreation Committee shall schedule regular meetings by annual resolution. No less than four (4) regular meetings shall be held each year. Notice of the regular Parks & Recreation Committee meetings for the year shall be posted at the Township Hall within ten (10) days after the Parks & Recreation Committee's first meeting in each budget year.
 - b. ***Special Meetings:*** Special meetings may be called by the Chairperson or upon written request to the Secretary by at least two (2) members of the Parks & Recreation Committee. Notice of special meetings shall be given in writing to the members of the Parks & Recreation Committee at least forty-eight (48) hours prior to the meeting. Such notices shall state the purpose, time and location of the special meeting and shall be posted by the Township Clerk in accordance with the Open Meetings Act at least eighteen (18) hours prior to the meeting at the Township Hall.
 - c. ***Notices:*** Posting of meeting notices, with secretary providing notice of meetings to Parks & Recreation Committee members.
 - d. ***Agenda:*** The Chairperson shall be responsible for preparing a tentative agenda for Parks & Recreation Committee meetings. The agenda may be modified by action of the Parks & Recreation Committee.
 - e. ***Quorum:*** A majority of the members of the Parks & Recreation Committee shall constitute a quorum for transacting business and taking official action for all matters.
 - f. ***Voting:*** Unless otherwise required by statute, all actions or motions placed before the Parks & Recreation Committee may be adopted by a majority vote of the members present and voting, as long as a quorum is present.

Voting shall be by voice vote. A roll call vote shall be required if requested by any Commission member or directed by the Chairperson. Except in the case of conflict of interest, all Parks & Recreation Committee members, including the Chairperson and ex-officio member, shall vote on all matters.

- g. **Public Records:** All meetings, minutes, records, documents, correspondence and other materials of the Parks & Recreation Committee shall be open to public inspection in accordance with the Freedom of Information Act and the Open Meetings Act. Copies of meeting Minutes shall be available within eight (8) business days after a meeting. Copies of approved Minutes shall be made available within five (5) business days after the meeting at which they were approved. An electronic copy of the minutes is to be provided to the Township Clerk, or the Township Clerk will check the website for posting.
- h. **Order of Business:** The normal order of business shall be:
 - A. Call to order
 - B. Roll Call
 - C. Approval of Agenda
 - D. Approval of Minutes
 - E. New Business
 - F. Old Business
 - G. Public Comments (three minutes per person unless an extension is granted by the Chairperson).
 - H. Adjournment

4. **ABSENCES, REMOVALS AND RESIGNATIONS:**

- a. Members of the Parks & Recreation Committee shall notify the Parks & Recreation Committee Chairperson or Secretary when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- b. Any Member who accumulates three (3) or more consecutive absences may be asked to resign from the Parks & Recreation Committee. Repeated absences shall constitute nonfeasance of office.
- c. Members may be removed by the Township Board for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.
- d. A member may resign from the Parks & Recreation Committee by sending a letter of resignation to the Township Board.

- e. Failure of a member to disqualify himself or herself from a vote in which the member has conflict of interest shall constitute malfeasance.

4. **POWERS/DUTIES OF THE PARKS & RECREATION COMMITTEE:** The Parks & Recreation Committee:

- a. Shall establish rules and regulations for the use and maintenance of the places of recreation located within the Township, including the hours of operation.
- b. Shall prepare a budget each year and submit said budget to the Township for its review and approval. The budget shall be prepared and delivered to the Township Board at least 60 days prior to the date of the Township Board's public hearing on the Township budget.
- c. May, within its budget, negotiate agreements and enter into contracts, and to work with any other organizations regarding the establishment and operation of any recreation programs beneficial to the Township.
- d. Shall develop and adopt a basic plan as a guide for the development of Township park land to the Township Board.
- e. Shall develop grant proposals, subject to the approval of the Township Board.
- f. Shall be responsible for reviewing the maintenance expenses and all other needs of the township parks.
- g. Shall have any and all other responsibilities, regarding the Township Parks, so delegated by the Township Board.
- h. May be compensated for expenses actually incurred in the discharge of duties including purchasing equipment for the Township Parks, not to exceed a reasonable sum approved by the Township Board.

Roll Call Vote:

AYES (5): Stack, Borcharding, Clinesmith, Foether, Gray

NAYS (0): *None*

ABSTAIN (0): *None*

ABSENT (0): *None*

RESOLUTION DECLARED ADOPTED.

There was discussion about the Township Park not being formally approved. The October 8, 2013 minutes was mentioned where there was discussion about having the Recreation Committee research and develop a plan for a park and the July 8, 2014 minutes mentioned approval of an investment for the driveway and parking lot.

Motion by Foether, seconded by Borcharding to approve Resolution 06-2017 as written. Roll Call: Foether – Yes, Gray – Yes, Stack – Yes, Clinesmith – Yes, Borcharding – Yes Vote 5-0, RESOLUTION CARRIED.

RESOLUTION 06-2017: ESTABLISHING A TOWNSHIP PARK

At a meeting of the Township Board held on the 21st day of January, 2017 in Vassar Township Hall, 4505 W. Saginaw Rd, Vassar, MI 48768, the following resolution was offered by Bruce Foether and supported by Tom Borcharding.

WHEREAS, the Township owns (*amend*) 26 ~~36~~ acres of property on the Northeast corner of W. Saginaw Rd. and Caine Rd.

WHEREAS, the Township is interested in developing the property for multiple usage

NOW THEREFORE BE IT HEREBY RESOLVED:

1. The Township Property on the Northeast Corner of W. Saginaw Rd. and Caine Rd. will be divided as follows:
 - a. Twenty-three acres will be set for the Township Park development.
 - b. The remaining three acres will be reserved for future construction of a new Township Hall.

Roll Call Vote:

AYES (5): Foether, Gray, Stack, Clinesmith, Borcharding

NAYS (0): *None*

ABSTAIN (0): *None*

ABSENT (0): *None*

RESOLUTION DECLARED ADOPTED.

Tom Borcharding left at 10:10am.
Recess called at 10:10am.
Meeting called to order at 10:13am.

Motion by Foether, seconded by Gray, to authorize Vicky Sherry to write the passport grant with payment not to exceed \$1,000.

Vote 4-0, with Borcharding absent. MOTION CARRIED.

There was discussion about grants; the maximum amount was increased to \$75,000 by the DNR. There was a suggestion to have bonds for the work done.

Motion by Gray, seconded by Stack, to apply for a passport grant for up to \$75,000 with a 25% matching contribution of up to \$25,000 by the Township.

Vote 4-0, with Borcharding absent. MOTION CARRIED.

The Parks and Recreation Committee and Planning Commission will be apprised of the actions made today and need to take appropriate action. The name of the park and the acreage in the Recreation Master Plan needs to be changed.

For the park survey, there was a suggestion to include some extra stakes and to take out 3 acres.

With a request to the public, Bill Gray, Bob Reil, Russ Fall and Rhonda Schultz offered to help determine the 3 acres for the survey.

Motion by Foether, seconded by Gray to have Advance Survey do a site plan survey of the Vassar Township Community Park, Parcel #020-015-000-1600-00, with Bill Gray, Bob Reil, Russ Fall and Rhonda Schultz providing input. The payment will come out of the Recreation line item.

Vote 4-0, with Borcharding absent. MOTION CARRIED.

Old Business:

Digital Sign:

There was discussion about digital signs, moving the old sign and of the quality of the park sign. Rhonda Schultz offered to update the Township's sign.

Motion by Foether, seconded by Gray, to get more prices for an approximately 28" X 8' digital wireless sign, and installation with electric quotes.

Vote 4-0, with Borcharding absent. MOTION CARRIED.

Public Comment:

Onna Clinesmith stated because the Township is concerned about safety, it should complete its driveway. The County wouldn't approve an 80' long driveway. The Township should look into it.

John Stack would like to thank everybody that used the digital TV.

Rhonda Schultz stated that the garbage bin should be moved away from the intersection.

Don Clinesmith suggested writing "Township Hall" on a garbage can.

Russ Fall stated he would like to thank the Township Board for clearing matters up and bringing clarity to the park.

Motion by Gray, seconded by Foether to adjourn.

Vote 4-0, with Borcharding absent. MOTION CARRIED.

Meeting Adjourned at 11:36am.

Minutes prepared by Clerk Clinesmith.

Vassar Township Clerk

Vassar Township Supervisor