

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, October 8, 2013**

I. CALL TO ORDER

The October 8, 2013 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:38 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

Diane Baker
Roger Bower
Lisa Christensen
Elena Danishevskaya
Dennis Omell
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

IV. AGENDA REVISIONS AND APPROVAL

“September Budget Printouts” were added to Consent Agenda item “C”.

“October 2013 50+ Newsletter” was added to Consent Agenda item “D”.

“Memo to Township Board re: 2014 Budgets” was added to Consent Agenda item “E”.

Commissioner Christensen moved to accept the agenda as revised. Commissioner Christensen was supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Bower Christensen, Danishevskaya, Omell, Spicer and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

V. PUBLIC COMMENT

NONE

VI. CONSENT AGENDA

A. Approval of Regular Meeting Minutes –September 17, 2013 with Additional Disbursements of \$7,671.65 for the Parks & Recreation Fund and \$150.00 for Trust and Agency

B. Receipt of Activities Report for September

Receipt of Communications

1.

Chairperson Vallad moved to accept the consent agenda as presented. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower Christensen, Danishevskaya, Omell, Spicer and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

VII. OLD BUSINESS

A. Discussion of Compensatory Time

At the September Park Commission meeting, the Park Commission made a motion to adopt the Township's compensatory time policy from the Springfield Township Employee Handbook dated October 13, 2011. The Park Commission reviewed a memo that outlined how that policy would read for the Park and Recreation Department.

Director Tucker requested guidance from the Park Commission on how to handle the compensatory time issue.

After a brief discussion, the Park Commission stated that Director Tucker should continue administering the compensatory time as she has in the past. The Park Commission stated that it would be nice to keep track in a database as to the reason why employees have accrued compensatory time.

In regards to compensatory time the Park Commission also reserves the right to assess each individual case as needed.

The Park Commission reviewed the action plan for each employee who currently has over eighty hours of compensatory time.

Chairperson Vallad moved to adopt the Compensatory Time policy as written in the memo dated October 2, 2013. Chairperson Vallad was supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower Christensen, Danishevskaya, Omell, Spicer and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

Further Discussion:

All the Park Commissioners approved Casey Reed's and Sarah Richmond's action plans for their compensatory time.

VIII. NEW BUSINESS

A. Discussion of Mill Pond Park Playscape Drainage Bids

Chairperson Vallad moved to table this agenda item to the next regularly scheduled meeting in November. Chairperson Vallad was supported by Commissioner Bower. Vote on the motion: Yes: Baker, Bower Christensen, Danishevskaya, Omell, Spicer and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

B. Discussion of Park Entrance Signage Standards

Director Tucker presented the Park Commission with information on all the different types of rule and entrance signs that the Parks Department currently has within the parks system. Director

Tucker stated that she was bringing this matter in front of the Park Commission because there are several signs that need to be replaced over the next several years and now would be the ideal time to create a sign standard that will be used for all new signs.

The Commission reviewed all the current types of sign and stated that they liked the format of the rules sign at Green Lake Park with black lettering but they like the font style that was used on the new Hart Community Center building sign.

The Commission stated that they would like Director Tucker to return with some color samples for the new signs.

During the discussion on the sign standards, the Park Commission and Director Tucker discussed that now might be a good time to look at updating the current Park's logo. Director Tucker stated she would also approach the Township Board elected officers about updating the logo as well since they have the same logo as the Parks Department.

C. Discussion of River Run Preserve Parking Lot Bids

Director Tucker stated that there was only one bid was received on time, which was from Gordon Excavating.

Chairperson Vallad moved to accept the bid proposal from Gordon Excavating for the River Run Preserve parking lot installation at a cost not to exceed \$11,475.00. The project is to be completed by the end of the year. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower Christensen, Danishevskaya, Omell, Spicer and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

D. Discussion of Davis Lake Overlook Parking Lot Bids

Chairperson Vallad moved to accept the bid proposal from Gordon Excavating for the Davis Lake Overlook parking lot installation at a cost not to exceed \$ 5,800.00. The project is to be completed by the end of the year. Chairperson Vallad was supported by Commissioner Bower. Vote on the motion: Yes: Baker, Bower Christensen, Danishevskaya, Omell, Spicer and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

Further Discussion:

Director Tucker stated that if it is possible she would like to have the project at Davis Lake Overlook completed first.

E. Presentation of the Five Year Plan for Lake Shiawassee

Director Tucker presented a power point presentation on the Five Year Plan for Lake Shiawassee. This information is intended to be presented to the Township Board at their October 10, 2013 meeting.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 6,679.20 and Trust and Agency at \$ 50.00. Commissioner Christensen was supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Bower Christensen, Danishevskaya, Omell, Spicer and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

X. COMMITTEE REPORTS

A. SBP House Committee

None

B. Trails Committee

Director Tucker stated that two trails are almost complete. There needs to be a culvert installed along one of the trails. Director Tucker and the maintenance staff will meet with Ric King who has been working on the trails to assess what still needs to be completed.

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Omell stated that he finds the position of Park Commissioner very rewarding and he hopes that the Department is able to acquire the new property.

Commissioners Christensen and Spicer both expressed that the staff did a great job on the Heritage Festival.

Commissioner Bower stated that he really enjoyed volunteering at the Heritage Festival by doing the hay rides and helping at the pancake breakfast.

Commissioner Baker stated that she is really excited about the potential new property; it would be a great addition to the parks system. Commissioner Baker also stated that she is excited about the possible new logo. She also indicated that she appreciated the staff aligning with the new compensatory time issue.

XIII. ADJOURNMENT

Chairperson Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:24 pm. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower Christensen, Danishevskaya, Omell, Spicer and Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission