

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, May 14, 2013**

I. CALL TO ORDER

The May 14, 2013 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:36 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
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Nancy Strole
Collin Walls
Mike Wise

Commissioners Absent

Angela Spicer with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "April Budget Printouts" as item "H" under the Consent Agenda.

Chairperson Vallad moved to accept the agenda as revised. Chairperson Vallad was supported by Commissioner Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, and Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

V. PUBLIC COMMENT

Mike Wise of the Davisburg Rotary Organization was present this evening to request that the Park Commission reassess the Hart Community Center Non-Profit Rental Agreement for 2014. In the past the group had been able to do in-kind services in lieu of paying rent for their rental of the Hart Community Center. The group is asking that the Commission look at reinstating this option again.

Mr. Wise stated that he is not looking at having this happen this year. They are willing to honor the agreement that they have for this year but again would like this looked at for 2014.

Mr. Wise stated that Rotary understands that the Park Commission has budgetary concerns and losing that income would be a concern. That is why Rotary is proposing performing a project that is equal to or in excess of what their yearly rent would be in lieu of their rent. This project would be agreed upon early in the year so that there would be no issues later in the year and possibly be the same project occurring yearly.

Chairperson Vallad stated that she would like to have Mr. Wise meet with Director Tucker to discuss this proposal and potential projects that Rotary may be able to do with the Department. This information should be brought back to the Park Commission in June or as soon as a meeting is possible between Director Tucker and Mr. Wise so that the Park Commission can discuss whether they wish to pursue this option with Rotary. Chairperson Vallad would like to see a plan as to what type of projects the group would pursue in lieu of their yearly rent. Chairperson Vallad did state that each request such as this from other non-profit groups would be handled on a case by case basis.

Nancy Strole, President of the Springfield Site Action Committee, wanted to indicate that SSAC is pleased to continue working with the Parks Commission and the Township Board. SSAC knows that the Department is pursuing a promising grant opportunity and they are monitoring the situation closely.

Mrs. Strole stated that she hopes that the Park Commission keeps in mind that there are all different types of opportunities for groups to work with the Parks Department and the Township Board. However, she would like to caution the Park Commission to remember what they were elected for, which is to look at both the big and small picture when managing the Park Department. The Commission will be approached by a lot of different, well meaning and wonderful organizations, but she wants them to remember the Commission's role. So the Park Commission needs to look at that when any organization approaches the Commission.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –April 9, 2013 with Additional Disbursements of \$25,203.13 for the Parks & Recreation Fund and \$300.00 for Trust & Agency and \$221.31 for River Run Preserve
- B. Receipt of Activities Report for April
- C. Receipt of Fifty Plus Active Adults May and June Newsletter
- D. Receipt of Letter Dated April 8, 2013 from Michigan Department of Natural Resource re: Springfield Township Parks and Recreation Master Plan
- E. Approval of Request for Bid Proposal for 2013 Fall and Winter Brochure and 2014 Spring and Summer Brochure
- F. Receipt of Revised Mousetrap Mobile App Contract
- G. Receipt of Volunteer Opportunity Calendar

Receipt of Communications

- 1. Letter from Township Supervisor Walls to Mary Hatt dated April 15, 2013
- 2. Memo from Township Supervisor Walls re: Affordable Health Care Act dated May 7, 2013

Chairperson Vallad moved to accept the consent agenda as revised. Chairperson Vallad was supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, and Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

Further Discussion

Chairperson Vallad wanted to let Supervisor Walls know that she felt that his letter to Ms. Hatt was very well written and thank you for composing and sending it.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Fence Bids for the Shiawassee Basin Preserve Ball Fields

Director Tucker went over the bids that were received. After reviewing the three bids that were received she recommended going with Defense Enterprises, who was the low bidder that met bid specifications. Their bid was \$4,889.00. The company will be willing to keep the bid prices until the end of the ball season in August, since we do not want to do this project while there are games on the fields.

Director Tucker stated the Defense Enterprises references were complementary.

Chairperson Vallad moved to hire Defense Enterprise to finish the fencing on the Shiawassee Basin Preserve ball fields at a cost not to exceed \$4,889.00. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, and Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

B. Reorganization of Staff Positions

Director Tucker presented a power point presentation to the Park Commission outlining the current employee positions and looking at some areas where the Department could address some deficiencies with a realignment of staff.

Director Tucker stated that a time study was begun last fall to gather information on this matter.

Director Tucker went over her recommendations with the Park Commission which included making the Senior Cook a contractual position, which would save the Department \$2,388.48 per year. Director Tucker stated that she would like to maintain the clerical position, but then would like to add a part-time Building Custodian/Program Attendant. The full-time Parks and Facility Maintenance position would remain it just would focus on the parks and other facilities that are needing additional attention.

Director Tucker stated that the funds are already in the budget for the Parks and Facility Maintenance position and the Office Clerical position. The funds for the Contractual Senior Cook are also technically in the budget as well since the Department would not be paying an employee to perform those tasks and this position is paid out of the Senior Citizen Cost Center. The only position that would need to be funded is the part-time Building Custodian/Program Attendant. Director Tucker suggested getting the funds from the Prior Year Fund to fund the position and put this position in the budget for 2014.

The Park Commission had a very lengthy discussion on this topic, weighing the pros and cons of realigning the positions.

Chairperson Vallad moved that Director Tucker implement everything in her presentation dated May 14, 2013 except the stewardship position and use the Prior Year Funds to balance the budget for the new position of the Building Custodian/Program Attendant. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, and Vallad; No: Danishevskaya, Omell; Absent: Spicer. The motion carried by a 4-2 vote.

C. Grant Application Approval: Civic Center/Shiawassee Basin Preserve Tree & Trail Improvements

Supervisor Walls stated that the grant that had been approved in January by the Park Commission and Township Board had not been funded by the DTE Energy Tree Planting grant program. However, Supervisor Walls' Administration Assistant found another tree and trail improvement grant opportunity. The Township Board unanimously approved the Enbridge Energy Stewardship grant application at their May meeting. The Enbridge Energy Stewardship grant fund is dollars available to local townships/municipalities that are experiencing distribution from pipeline projects. These dollars are to be used for local environmental initiatives.

Supervisor Walls stated that the only financial commitment required from the Parks is the \$3,250.00 already committed for the tree planting. Supervisor Walls stated that a portion of the Grant request for trees includes \$3,000 for personnel and labor and \$3,000 for equipment. Most of these grant funds can be used to reimburse for Parks and Recreation and Township staff time and use of Parks and Township equipment.

Chairperson Vallad clarified that Supervisor Walls is asking the Park Commission to approve the plan that is highlighted in the grant application.

Supervisor Walls stated that is correct.

Director Tucker stated that if the Park Commission would like to be part of this grant endeavor than Parks staff could meet with Township Supervisor Walls about the plan to iron out the details. Director Tucker stated she does have grant funds scheduled to be used for invasive species removal that conflict with the plan presented.

Commissioner Bower moved to accept the grant application approval as outlined in Township Supervisor Walls memo. Commissioner Bower was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, and Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 7,603.13 and Trust and Agency at \$ 150.00. Commissioner Christensen was supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, and Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

Chairperson Vallad moved to add a Budget Amendment to the agenda as item “B” under Treasurer Report. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, and Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

B. Budget Amendment

Revenue

1. Other Revenues – increase total by \$11,947.00 from \$66,277.00 to \$78,224.00
 - App. Prior Year Fund Balance # 211-010-680 increase by \$11,947.00 from \$41,677to \$53,624.00

Revenue Total \$ 600,499.00

(Previous Revenue Total: \$ 588,552.00)

Expenditure

1. Maintenance Personnel Cost Center- increase by \$8,356.00 from \$124,554.00 to \$132,910.00
 - Building Custodian #211-760-705 increase by \$7,762.00 from \$0.00 to \$7,762.00
 - Employee Social Security # 211-760760-715 increase by \$594.00 from \$6,594.00 to \$7,188.00
2. Programs/Events Instructors Cost Center- increase total by \$3,591.00 from \$20,812.00 to \$24,403.00
 - Program Attendant # 211-762-703 increase by \$3,335.00 from \$0.00 to \$3,335.00
 - Employers Social Security #211-762-715 increase by \$256.00 from \$612.00 to \$868.00

Expenditure Total: \$600,499.00

(Previous Expenditure Total: \$588,552.00)

Chairperson Vallad moved to approve the budget amendment as presented. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, and Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

X. COMMITTEE REPORTS

A. SBP House Committee

None

B. Trails Committee

The committee met on April 29th and the group is trying to schedule a second meeting. The Committee made some suggestions on where to start with the trail at their April 29th meeting. It is Director Tucker’s suggestion that when they are able to meet again that they go out and look at those areas where it was suggested that the trail should begin.

XI. PUBLIC COMMENT

Supervisor Walls stated that the Parks and Recreation staff does receive compensatory time for hours worked over forty hours. It is his suggestion that the Park Commission pay that accrued compensatory time off so it is not sitting on the books and they make a plan so that the staff does not accumulate so much compensatory time.

XII. COMMISSIONER COMMENT

Commissioner Baker told the staff good job on the staffing plan; she knows that a lot of thought and planning went into it. She is also looking forward to the increased utilization of the parks that the Enbridge Energy grant project will allow. She also stated good job to the Park Commissioners as well; there has been some great discussions this evening.

Commissioner Bower stated that he would like to see more people get involved because the more people that know and get involved the better it is.

Commissioner Danishevskaya stated that she sees that the Department needs more staff based on the discussion that was had that evening but she would like to have received more information in the packets with the budgetary numbers prior to the meeting so she has an opportunity to weigh the information ahead of time.

Commissioner Christensen would like to echo what Commissioners Baker and Bower stated. She stated that she knows that Director Tucker does not make any decision lightly and she appreciates all the thought and time that went into the presentation.

Commissioner Omell wanted to thank Supervisor Walls and Nancy Strole for being at the meeting tonight and expressing their opinions. Commissioner Omell stated that he did not vote yes on the staff reorganization because he felt that he just needed some additional information prior to the meeting. After talking with everyone he could see the need to have the additional staff member.

Chairperson Vallad stated that in June, possible election of new Park Commission Officers would be on the June agenda. It would be helpful to have a synopsis about what each office position entails.

XIII. ADJOURNMENT

Commissioner Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:52 pm. Commissioner Bower was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, and Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission

