

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, August 13, 2013**

I. CALL TO ORDER

The August 13, 2013 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:33 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
Elena Danishevskaya
Dennis Omell
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Casey Reed

Commissioners Absent

Lisa Christensen with notification
Angela Spicer with notification

IV. AGENDA REVISIONS AND APPROVAL

Director Tucker requested that "Approval to Attend the 2013 MRPA Board Sessions" be added to the agenda as item "D" under New Business.

Chairperson Vallad moved to accept the agenda as revised. Chairperson Vallad was supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Bower, Danishevskaya, Omell and Vallad; No: None; Absent: Christensen and Spicer. The motion carried by a 5-0 vote.

V. PUBLIC COMMENT

NONE

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –July 9, 2013 with Additional Disbursements of \$4,238.85 for the Parks & Recreation Fund and \$1,200.00
- B. Receipt of Joint Special Meeting Minutes – July 22, 2013
- C. Receipt of Activities Report for July
- D. Receipt of June Budget Printouts
- E. Receipt of July Budget Printouts

- F. Receipt of Fifty Plus Active Adults July & August 2013 Newsletter
- G. Approval of Hart Community Center Rental Request for June 14, 2014
- H. Receipt of Memo to Township Board dated July 15, 2013 re: 2014 Parks & Recreation Fund Budget, 2014 Restricted Stewardship Fund Budget, 2014 Springfield Natural Areas Preservation Endowment Funds Budget

Receipt of Communications

1.

Chairperson Vallad moved to accept the consent agenda as presented. Chairperson Vallad was supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Bower, Danishevskaya, Omell and Vallad; No: None; Absent: Christensen and Spicer. The motion carried by a 5-0 vote.

VII. OLD BUSINESS

A. Discussion of 2014 Budgets

Director Tucker recapped the budget discussion that occurred at the July 22, 2013 joint Township Board and Park Commission meeting.

Director Tucker stated that it appears that most of the Township Board members seemed in favor of allocating capital outlay funds for a gator or a similar utility vehicle.

Director Tucker stated that at the joint meeting she had tried to clarify some misconceptions about the dump trailer.

Chairperson Vallad stated that in her opinion the meeting minutes from the joint meeting were well done. Chairperson Vallad stated that in her opinion the Township Board would like to contribute from the general fund to stewardship items for the property and then building and facilities next and anything else the Parks Commission would be responsible for.

The Township Board did state that for the 2014 Budgets they would like to see the budget numbers rounded to the nearest 50 or 100.

The Park Commission also went over several other topics that had been discussed at the joint meeting, including the Park Commission doing a strategic plan for the Department. Director Tucker stated that strategic planning may be beneficial for the Department. She will bring some information to the Park Commission in September.

The acquisition grant was also discussed at the joint meeting between both boards.

VIII. NEW BUSINESS

A. Discussion of Compensatory Time

Director Tucker stated that at the joint meeting the Township Board discussed with the Park Commission the issue of the Parks Department compensatory time. The Township Board suggested that the Park Commission pay out some of the compensatory time that is currently on the "books".

The Park Commission had a very lengthy discussion about this agenda item, including looking at the possibility of paying out some of the compensatory time at the end of the year and reviewing the compensatory policy. After the discussion it was decided that the Park Commission would like the staff to look at what other Park Departments do and bring back suggestions for the policy to the Park Commission in September.

B. Approval of Request for Bid Proposal for River Run Preserve Parking Lot

Chairperson Vallad moved to have the Parks and Recreation Director seek bids for a parking lot for the River Run Preserve. Chairperson Vallad was supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Bower, Danishevskaya, Omell and Vallad; No: None; Absent: Christensen and Spicer. The motion carried by a 5-0 vote.

Further Discussion:

Director Tucker stated the Department is working on an application through the Oakland County Road Commission for a driveway at the park and the only reason that the bid would change is if the Road Commission came back with revisions.

C. Current Staff Update

Director Tucker went over the current staffing changes that have occurred in the last few weeks. Currently the Park Maintenance Supervisor, full-time Park Maintenance, and the part-time year round Park Maintenance are open.

The Park Commission discussed the number of applicants that have been received thus far for the openings.

Director Tucker brought up to the Commission a concern that she has regarding the number of applicants received thus far and some feedback she has had from other professionals in the field. Director Tucker stated that the hourly wage that is being offered for both full-time positions is low in comparison to what other departments are paying.

Director Tucker acknowledged that if you adjust the wage rates for these positions then it will be necessary to begin looking at other staff member wages to make sure that they are being paid competitively.

After a lengthy discussion the Park Commission decided that the following would be the wage rates for the positions:

Park Maintenance Supervisor \$31,200 to \$37,440 (\$15.00/hr.-\$18.00)

Park Maintenance Year Round \$ 26,000 to \$29,120 (\$12.50 - \$14.00)

Part-time Year Round \$ 9.00 -\$ 10.00

D. Approval to attend the 2013 MRPA Board Session

Commissioner Danishevskaya moved to approve Director Tucker's request as outlined in her memo dated August 13, 2013. Commissioner Danishevskaya was supported by

Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Danishevskaya, Omell and Vallad; No: None; Absent: Christensen and Spicer. The motion carried by a 5-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Chairperson Vallad moved to approve payment of the bills as follows: Parks and Recreation at \$ 13,956.98 and Trust and Agency at \$ 1,150.00. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Danishevskaya, Omell and Vallad; No: None; Absent: Christensen and Spicer. The motion carried by a 5-0 vote.

X. COMMITTEE REPORTS

A. SBP House Committee

None

B. Trails Committee

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Baker stated that the staff is doing a great job and she felt encouraged about the discussion that was had about compensating the employees for the work that they do. She really appreciated the lively discussions on the agenda items this evening.

Commissioner Bower stated that he had encountered a patron at the Shiawassee Basin Preserve who tutors students in the pavilion because it is such a great setting. Commissioner Bower wanted to tell Casey Reed, Jennifer Tucker and Sarah Richmond good job on all that they do.

Commissioner Danishevskaya stated that she knows that the staff has been doing a great job and the Park Commission should work toward the compensation for the employees that they can afford.

Commissioner Omell wanted to state that he really appreciates the staff and all the work that they do, the Department has some outstanding staff members.

Chairperson Vallad stated that she was very glad that the Park Commission had the discussions that they did this evening. She also stated that the staff is doing a great job.

XIII. ADJOURNMENT

Commissioner Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:42 pm. Commissioner Bower was supported by Commissioner

Omell. Vote on the motion: Yes: Baker, Bower, Danishevskaya, Omell and Vallad; No: None; Absent: Christensen and Spicer. The motion carried by a 5-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission