

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, September 17, 2013**

I. CALL TO ORDER

The September 17, 2013 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:34 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
Lisa Christensen
Elena Danishevskaya
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Commissioners Absent

Roger Bower with notification
Dennis Omell with notification

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

NONE

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –August 13, 2013 with Additional Disbursements of \$5,442.05 for the Parks & Recreation Fund and \$225.00 for Trust and Agency
- B. Receipt of Activities Report for August
- C. Receipt of August Budget Printouts
- D. Receipt of Fifty Plus Active Adults September 2013 Newsletter
- E. Approval of Request for Bid Proposal for 2014 Youth T-Ball, Baseball, Softball & 2013 Basketball Uniforms
- F. Receipt of Financial Summaries

Receipt of Communications

1.

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

VII. OLD BUSINESS

A. Discussion of 2014 Budgets

Director Tucker and Chairperson Vallad went over what was discussed at the Township Board's budget workshop.

Chairperson Vallad explained that the budget numbers were rounded to the nearest fifty or hundred dollars at the request of the Township Board.

The Commission removed the wireless phone headsets from the 2014 budgets.

Director Tucker stated that one area that needed to be addressed in the budget is the hospitalization line in the Administration Personnel Cost Center. Director Tucker stated that under the Township policy a Township employee who is covered on his/her spouse's health care insurance is eligible for reimbursement if said employee's spouse incurs a charge for covering the employee on their health care insurance. The reimbursement can not exceed what the Township currently covers for two person coverage. Director Tucker stated that she is on her husband's health insurance coverage and has not asked for reimbursement for the cost her husband incurs by having her on his health insurance plan. Director Tucker stated that due to the increase in fees she will now be seeking that reimbursement so that amount will need to be added to the hospitalization line item.

Chairperson Vallad moved to approved Director Tucker reimbursement for her monthly health Insurance cost at \$ 100.00 month for 2013 and \$ 210.00 a month for 2014. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Danishevskaya, Spicer and Vallad; No: None; Absent: Bower and Omell. The motion carried by a 5-0 vote.

The Park Commission then discussed the Park Maintenance Supervisor position, and the Full-time Park Maintenance position. After much discussion it was decided that the Park Maintenance Supervisor would start at \$ 17.00 an hour and after ninety days this individual would be eligible for a fifty cent raise. After a year the position would be eligible to be raised to \$18.00 an hour. The Full-time Park Maintenance position would start at \$13.00 an hour and after ninety days this individual would be eligible for a fifty cent raise. After a year the individual would be eligible to be raised to \$ 14.00 an hour. Director Tucker stated that all of these raises are all contingent upon employee performances.

The Park Commission did put \$ 7,000.00 in the Capital Outlay Equipment line for a trailer.

The Park Commission also added funds in the Fund Reserve Cost Center for future projects and replacement of equipment.

Chairperson Vallad moved to adopt the Parks and Recreation Budget with a total for both the Revenue and Expenditure of \$ 671,650.00. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Danishevskaya, Spicer and Vallad; No: None; Absent: Bower and Omell. The motion carried by a 5-0 vote.

Chairperson Vallad moved to adopt the Stewardship Budget with a total for both the Revenue and Expenditure of \$ 15,700.00. Chairperson Vallad was supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Christensen, Danishevskaya, Spicer and Vallad; No: None; Absent: Bower and Omell. The motion carried by a 5-0 vote.

B. Discussion of Compensatory Time

Director Tucker went over the information that was included in her memo that had been in the Park Commission packets.

The Park Commission had a lengthy discussion on this topic, with much discussion on what type of policy will work best for the Department.

Chairperson Vallad moved to adopt the current Township compensatory time policy as written in the Township Employee handbook dated October 13, 2011, with revisions reflecting proper Parks and Recreation employee designations. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Danishevskaya, Spicer and Vallad; No: None; Absent: Bower and Omell. The motion carried by a 5-0 vote.

Further Discussion:

The Park Commission wanted it noted that any employee currently carrying over eighty hours of compensatory time must provide an action plan for either payment of or usage of their compensatory time to the Park Commission for discussion at the regularly scheduled meeting for October.

VIII. NEW BUSINESS

A. Davisburg Heritage Festival September 21, 2013

Sarah Richmond, Administrative Assistant, told of the need for volunteers for the Davisburg Heritage Festival and for the Trick or Treat Trail.

Commissioner Christensen stated that she would be able to help at the Pancake Breakfast at the Heritage Festival.

B. Discussion of Strategic Planning

Director Tucker distributed to the Park Commission an estimate that she had received to do the strategic planning for the Department. The estimate was for a total of \$ 1,375.00. Director Tucker stated that she would like to look at some other options for the strategic planning at hopefully a lower price than the first estimate.

Chairperson Vallad moved to table this item to the regularly scheduled Park Commission meeting on October 8, 2013. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Danishevskaya, Spicer and Vallad; No: None; Absent: Bower and Omell. The motion carried by a 5-0 vote.

C. Discussion of Mill Pond Park Playscape Drainage Issues

Director Tucker went over the bid that was received for the drainage for the playscape area. The drainage to the east of the playscape area was not included in the bid and that would be an additional \$1,500.00.

The Park Commission would like to have bids brought back in October for drainage for the playscape area and the drainage toward the east of the playscape area.

D. Discussion of Five Year Plan for Potential Land Purchase

Director Tucker went over the preliminary five year plan for the potential land purchase.

Chairperson Vallad moved to adopt the Five Year Plan for the property currently referred to as Lake Shiawassee. Chairperson Vallad was supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Christensen, Danishevskaya, Spicer and Vallad; No: None; Absent: Bower and Omell. The motion carried by a 5-0 vote.

E. Discussion of Kitchen Rental Proposal

The Park Commission reviewed the proposal from Stephanie Miller who is currently renting the Hart Community Center kitchen.

After a discussion on the policy, the Park Commission stated that at this time they would like the policy to remain the same.

Chairperson Vallad moved to keep the current Kitchen Rental policy the same. Chairperson Vallad was supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Christensen, Danishevskaya, Spicer and Vallad; No: None; Absent: Bower and Omell. The motion carried by a 5-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 13,275.26 and Trust and Agency at \$ 900.00. Commissioner Christensen was

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

X. COMMITTEE REPORTS

A. SBP House Committee

None

B. Trails Committee

Director Tucker stated that staff almost is done with two new trails in the northern portion of Shiawassee.

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

All of the Park Commission members that were present at the meeting this evening wanted to let the staff know that they have been doing a good job with their normal duties and for picking up the extra duties while the Department is without all three maintenance personnel.

XIII. ADJOURNMENT

Commissioner Baker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 9:25 pm. Commissioner Baker was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, Danishevskaya, Spicer and Vallad; No: None; Absent: Bower and Omell. The motion carried by a 5-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission