

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, November 18, 2014**

**I. CALL TO ORDER**

The November 18, 2014 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

Roger Bower

Lisa Christensen

Elena Danishevskaya (Arrived at 6:45pm)

Dennis Omell

Angela Spicer

Jean Vallad

**Staff Present**

Casey Reed

Sarah Richmond

Kathy VanGilder

**Others Present**

Nancy Strole

**IV. AGENDA REVISIONS AND APPROVAL**

Add "2015 Youth T-ball, Baseball, Softball and 2015 Basketball Uniforms for Springfield Township Park and Recreation" as item "M" under Consent.

Add "2015 Youth T-ball, Baseball, Softball and 2015 Basketball Photography for Springfield Township Park and Recreation" as item "N" under Consent.

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

**V. PUBLIC COMMENT**

None

## VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –October 14, 2014 with Additional Disbursements of \$4,073.13 for the Parks & Recreation Fund and \$125.00 for Trust and Agency
- B. Approval of Special Meeting Minutes-November 5, 2014
- C. Receipt of Activities Report for October
- D. Receipt of Monthly Budget Printouts for October
- E. Receipt of Progress Report
- F. Receipt of 50 Plus Active Adults November & December Newsletter
- G. Receipt of Memo to Township Board dated October 24, 2014 re: 2015 Parks & Recreation Fund Budget Changes
- H. Receipt of Parks and Recreation Amendment 3 dated October 23, 2014
- I. Receipt of Letters from Davisburg Rotary and Diana Walls
- J. Receipt of Memo to Set December 16, 2014 at 7:30 pm as a Budget Workshop Meeting
- K. Receipt of Memo from Commissioner Christensen re: December 1, 2014 Needs Assessment Meeting
- L. Receipt of Memo re: Building Custodian/Program Attendant Resignation

### Receipt of Communications

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

## VII. OLD BUSINESS

- A. Update on 8621 Eaton Road (Large Rental House)

Sarah Richmond, Administrative Assistant, went over the memo that had been included in the Commission packets. Director Tucker had, per the directive of the Park Commission, contacted Mr. O'Brien of Irish Sales and Service. This is the company from which the Department had purchased the wood burner. Mr. O'Brien stated that he would be willing to work with the Department on selling the unit. He will inspect the unit so that the warranty that is currently on the machine can be transferred to a new owner. Any repairs would be reported to the Department prior to them being made. Mr. O'Brien did state that his fees/charges would be covered in the selling price. Mr. O'Brien did pick up the unit on November 15, 2014. However, he will have to get into the house because when he came out he did not have the necessary tools to get the valve/coupler that was inside the house.

Mrs. Richmond stated that she expects to hear back from Mr. O'Brien within the next few weeks.

Commissioner Omell wondered if there would be anything else salvaged from the house.

Mrs. Richmond stated that was another aspect that was covered in the memo. At this time the maintenance staff has not finished boarding up the house though it has been winterized due to finishing the northern Shiawassee trail work. Also, staff has not begun removing anything from the house in terms of the copper, etc. until the asbestos survey has been completed.

Mrs. Richmond stated that Maintenance Supervisor Dan Raupp would be the one to let them know what could be removed and repurposed and what could be salvaged.

Chairperson Vallad wondered if staff would have time to remove all the scrape metal from the house, and would it be possible to ask Mr. Raupp's opinion on that.

The Commission would like to have Maintenance Supervisor, Dan Raupp investigate what the costs would be to have a company come in to remove all salvageable items from the house and also to let them know whether he felt that the staff had time to take on the project of removing items from the house.

The third item that was covered in the memo was the bids for asbestos surveys. Prior to any work being done to demolish the property there needs to be an asbestos survey performed on the house. Based upon the survey results then the Commission could begin to discuss abatement of the property including the removal and proper disposal of any asbestos that may be in the house.

**Chairperson Vallad moved to hire Performance Environmental Services to perform an asbestos survey per the bid at a cost not to exceed \$2,000.00. 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.**

#### B. 2015 Parks and Recreation Fund Budget

Chairperson Vallad stated that in all the changes that have been made there was a cost center total that had been missed in the expenditures total on the last version of the budget. This error unfortunately was not caught by the previous Director or any of the Park Commissioners.

Sarah Richmond stated that yes unfortunately with all the changes that had been made one of the cost centers total was not included in the total for the expenditures. This error was taken immediately to the Township Supervisor to inform him about it. Since the Township Board would be holding a public hearing on the budgets on Thursday, November 13, 2014 and due to the time constraints in approving the budgets, Township Supervisor Walls recommended that the Township Board still hold the public hearing on the Parks and Recreation budget but would not take any action on it until their

December meeting. At the public hearing Supervisor Walls would explain that there was an error that would be addressed by the Park Commission at their November 18, 2014 meeting.

Sarah Richmond stated that the cost center total that was not included in the expenditure total was the Stewardship Cost Center in the amount of \$ 34,500.00.

Due to the time constraints, Mrs. Richmond recommended using prior year funds to balance the budget.

**Commissioner Christensen moved to approve using Prior Year Fund in the amount of \$34,500.00 to balance the 2015 Park and Recreation budget with a new revenue and expenditure total of \$ 694,000.00. Commissioner Christensen was supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Spicer and Vallad; No: Omell; Absent: None. The motion carried by a 6-1 vote.**

Further Discussion:

Commissioner Omell stated that he voted no because he is not comfortable with utilizing the prior year fund to balance the budget. In his opinion, he does not want to dwindle down the prior year fund.

The other Park Commissioners also stated that they did not want to “dwindle down” the prior year fund but due to time constraints it is necessary to utilize it to balance the budget.

Chairperson Vallad stated that in her opinion, based upon reviewing the most recent budget printouts, the Department should be adding to their prior year fund at the end of year.

#### C. Employee Evaluations/Form Committee

Chairperson Vallad stated that this item had been tabled from the October meeting.

Commissioner Christensen asked to know exactly what being on this committee would entail.

Chairperson Vallad stated that originally the thought was to do evaluations on the Director and the Commission. In her opinion there is not a good system in place to perform the evaluations.

Chairperson Vallad stated that Sarah Richmond did have some examples of evaluations forms that have been in the Department in the past. However, Chairperson Vallad stated that she did not ask Mrs. Richmond to include them in the packet because she did not know if they would be using them or if the forms would be just given to the

committee members. Chairperson Vallad stated that to her knowledge there are two types of evaluation forms that have been used in the Department.

Mrs. Richmond stated that there are actually three types of forms: a long version, a medium version and a shorter much more condensed version.

Chairperson Vallad asked Mrs. Richmond which of the forms was used in her last evaluation.

Mrs. Richmond stated that she believes that it was the medium version.

Chairperson Vallad asked when Mrs. Richmond received her last employee evaluation.

Mrs. Richmond stated that she believes that it was in 2004.

Chairperson Vallad asked Kathy VanGilder if she had ever received an employee evaluation.

Mrs. VanGilder stated that she had not ever received one.

Chairperson Vallad asked Casey Reed when was the last time she had received an evaluation.

Mrs. Reed stated that she had never received one.

Chairperson Vallad stated that is why evaluations need to be done. Chairperson Vallad also stated that she believes that Commissioner Christensen asked at the October meeting how often evaluations were done and the Commission was told that they were done yearly.

Commissioner Christensen asked about evaluations for the ball coordinator or summer help.

Mrs. Reed stated that she has done evaluations on the ball coordinator but it has not been every year.

Commissioner Christensen asked if the full time staff set annual goals for themselves that are then evaluated with their supervisor.

Chairperson Vallad stated that obviously since this issue originally was brought up things have changed some so she was wondering if it would be better to wait on this committee until after the Needs Committee report back and the job descriptions are updated and then the goal is to get evaluations done sometime next year.

Several of the Commissioners agreed that it would be better to wait until things have settled down.

Commissioner Bower stated that waiting makes sense but he believes that it is important to set a time frame so it does not slip through the cracks.

Commissioner Christensen asked about evaluations for programs and events.

Mrs. Reed stated that after an event or program that the staff sits down and meets to discuss it and notes are taken and then kept for the next year.

**Chairperson Vallad moved to table the Employee Evaluation and forming the Employee Evaluation committee until the June 2015 regularly scheduled meeting due to the change of the employee status within the Department and waiting on input from the potential new Park Director and subsequent to the needs assessment report and updated job descriptions. 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.**

D. Discussion of Compensation for the Interim Leadership Team

Chairperson Vallad stated that she would like to clarify that any staff attending the meetings, per the Interim Leadership proposal as adopted on November 5, 2014, will be compensated for their attendance at the meetings and not expected to do it on their own time.

Mrs. Richmond stated that this item was discussed at their November 5, 2014 special meeting.

Commissioner Christensen stated that, as she remembers it, that the Commission had not agreed upon the amount and if the amounts are to be different among the employees and if it is going to be different how is that going to be measurable. Mrs. Richmond stated that there had been some concerns that had been brought to her attention by the leadership team and by others about the Park Commission judging who does what every month to determine compensation. She feels that this practice could create an uncomfortable situation with staff members trying to justify each of their duties or tasks that they perform.

Mrs. Richmond also wanted to clarify if the Park Commission is only considering extra compensation for the leadership team or for all of the staff as they are taking on additional duties not only due to the resignation of the Director but also with the resignation of the part-time Building Custodian/Program Attendant.

Mrs. Richmond stated that Kathy VanGilder, Office Clerical, would be taking on additional Program Attendant duties and Kyle Ryan, our current Ball Coordinator, has stated that he was willing to assist with the Gatekeeper duties and some custodial duties in the interim.

Chairperson Vallad asked if Mr. Ryan would be paid at his hourly Ball Coordinator rate.

Mrs. Richmond stated Mr. Ryan would be compensated at his current rate of \$10.00 which is less than what the previous Ball Coordinator/Program Attendant was making.

Chairperson Vallad stated that since Mr. Ryan is filling in for someone who was getting a higher rate of pay then maybe he should be getting that rate during this time.

**Chairperson Vallad moved that Kyle Ryan be paid \$10.35 an hour while he is doing the Building Custodian/Program Attendant job. 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.**

Chairperson Vallad stated that due to the time of year, in her opinion, she does not see him taking on a lot of extra responsibilities other than what he normally would be doing for his job. The only difference is that he would be getting his direction from someone other than the Director.

Mrs. Richmond stated that she would not be giving the Maintenance Supervisor direction. The leadership team would be working together to accomplish the necessary tasks.

Chairperson Vallad asked if there were any suggestions.

Mrs. Richmond stated that one suggestion would be that there would be a flat rate that would be added to everyone's per hour rate with the understanding that the increase in the hourly rate is only for the interim time period for taking on additional tasks and duties.

Chairperson Vallad stated that she personally would not have a problem with that.

Commissioner Baker stated that she would not have a problem with that either.

Commissioner Christensen wondered if there was a difference between a one-time stipend at the end of the period or going back and doing retro pay.

Mrs. Richmond stated that a one-time stipend had been mentioned at the Special Meeting but, not knowing how long the interim period could last, staff would be waiting the entire time period while doing the extra duties.

Commissioner Christensen was wondering if the recommendation was just for full-time staff, the leadership team, or for all employees.

Mrs. Richmond stated that she knows that in the interim plan the proposal was just for the leadership team; however her recommendation is that all employees should receive additional compensation since they all are taking on additional responsibilities.

Chairperson Vallad stated that the employees that Mrs. Richmond is referring to are Sarah Richmond, Casey Reed, Dan Raupp, Kathy VanGilder and Kyle Wade.

Chairperson Vallad then asked the remaining Commissioners if they agreed to an extra hourly rate.

Commissioner Spicer agreed because they are taking on more duties.

Commissioner Danishevskaya stated that she agreed with a small addition to that. She has never seen any job where everyone gets a blanket increase in pay, definitely the leadership team. She thinks that they should look at doing a percentage for those that are doing more, such as forty percent, thirty percent and then Maintenance Supervisor ten percent. Take Director Tucker's salary and divide it forty, thirty and ten percent and keep the remaining percentage for possible compensation later on for someone if they go way beyond their normal duties. As employees we take on responsibilities at different times to help out without receiving additional compensation because that is what is done. The Leadership Team is clearly going to be taking on even more responsibilities and putting in more hours.

Chairperson Vallad stated that Commissioner Danishevskaya is narrowing it down to just the Leadership Team.

Commissioner Danishevskaya stated that yes and she said she would give the bigger percentages to the people that we know are doing the majority of the work and ten percent to the Maintenance Supervisor and save twenty percent for compensation that the Leadership Team could come to them and then ask for compensation for an employee who has taken on way more additional tasks during the time period. She feels that it shouldn't be a blanket increase.

Commissioner Omell stated that it is hard to figure out who gets what percent.

Chairperson Vallad stated that she believes that was the point that Mrs. Richmond was trying to make earlier.

Chairperson Vallad stated that she is sorry that they have not had a chance to look at the salary study information because as an example the Office Clerical position is grossly underpaid.

Commissioner Danishevskaya stated that is something that needs to be addressed as well then.

Commissioner Bower stated that \$3,000.00 for a group of three people listed in the interim plan is slightly excessive. He is not trying to belittle anyone but the jobs that were performed by the previous Director may not be performed to the level that she was doing them, or maybe they will be, but it is also an off time of year and things are a little slower so there won't be as much to do. The three thousand dollars a month is just too much.

Chairperson Vallad stated that right now the Commission is discussing increasing the hourly rate not just giving an increase per month of \$1,000.00 per person. It sounds to her that Commissioner Bower is not in favor of the hourly rate.

Commissioner Bower stated that he was in favor of it but he would just like to look at the amount.

Chairperson Vallad stated that she agreed that they needed to look at the amount because at this time she has not mentioned nor heard a dollar amount for the hourly rate. The rate could be different for everyone. Chairperson Vallad stated that one thing that Mrs. Richmond may not have thought of is whose shoulders would the annual report would fall onto.

Mrs. Richmond stated that she is more than aware of where that responsibility would fall but what the Commission may not be aware of is that if she is busy with other tasks than Mrs. Reed and Mrs. VanGilder are helping to handle the items that she could not when busy with other things, and that holds true with the maintenance staff as well. Mrs. Richmond stated that she also understood what Commissioner Bower was saying about the \$1,000.00 per month and that is why she is suggesting an increase in hourly rates because it would not be as high as that per month rate.

Commissioner Christensen asked if the staff was ok with being on an equal level. For instance was Mrs. Richmond ok with receiving the same amount as Mrs. Reed and Mr. Raupp.

Both Mrs. Reed and Mrs. Richmond stated that the interim Leadership Team is fine with being equal.

Chairperson Vallad asked if the Interim Leadership Team decided on a \$1.00 per hour increase for everyone.

Mrs. Reed stated that whatever the amount they were fine with it being equal.

Commissioner Bower stated that it is important to know because that was one of his concerns. The group has been a pretty cohesive unit and to make it go downhill because of this issue would not be good.

Mrs. Richmond wanted to let the Commission know that the biggest concern of the staff is that they want to remain a team during this transition, whatever that transition is. The

staff is open for change and they know change is going to happen but they have worked so hard as a Department to form this cohesive team that they do not want anything to chip away at that. They want to continue to move forward and to continue to offer the best services possible for the Township. Because the number one goal of the Department is to provide the best service possible. When the staff sees kids at the programs and events having fun or people out in the parks appreciating what they do, that is what their number one goal is. Again the staff has worked so hard at everything that they do they do not want anything to tear them apart.

Commissioner Omell stated that he would agree to split it up equally if that is what the staff is agreeing to.

Commissioner Baker stated that in an effort to be creative, is there a way that the Commission could decide on a moderate rate and have the Leadership Team come to them if they see someone going beyond expectations than the team can come to the Commission and let them know that so there may be a little additional for that individual.

Chairperson Vallad stated that no matter what is decided tonight there is no reason that the Commission can't address this again at the end of the time frame when they know what they are doing next regarding hiring.

Chairperson Vallad stated that if you refer back to the salary study, which she knows that they have not discussed yet, the Maintenance Supervisor is closer to where he should be than others. Because of that she has a hard time giving him too large of an increase.

Mrs. Richmond stated that they are trying to be as fair and equitable as possible.

Chairperson Vallad would like to have this discussion after the salary study.

**Chairperson Vallad moved to revise the agenda to have the Discussion of Compensation for Interim Leadership Team as item "D" under New Business. 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.**

## **VIII. NEW BUSINESS**

### **A. Discussion of Kaleidoscope Proposal**

The Park Commission discussed the proposal as highlighted in Casey Reed's memo dated November 14, 2014. The Kaleidoscope organization would like to perform an in-kind service in exchange for their use of the Hart Community Center. The project that has been identified is replacing the furnace and air conditioning units.

Mrs. Reed reminded the Commission that the Department had worked with Kaleidoscope on an in-kind project a few years ago and it worked out very well.

Chairperson Vallad stated that she thinks it is a great idea to work with Kaleidoscope again. Her only concern is that there would need to be more than one bid before the work can proceed. The Commission understands that sometimes these community groups are able to get grant dollars that can only be used toward some projects and this is a wonderful opportunity for both organizations.

Mrs. Reed stated that this bid that was just an estimate and that she knew that the request for bid proposals would need to be sent to at least three bidders.

Chairperson Vallad stated they currently do not have any extra for this item in the budget.

Mrs. Richmond stated that yes; the Commission does, because they have been saving for it in their fund reserves.

Chairperson Vallad stated that was correct.

**Chairperson Vallad moved to go out for bids for replacement of the furnaces and air conditioners at the Hart Community Center per the Casey Reed's memo dated November 14, 2014. 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.**

#### B. Discussion of Salary Study/Job Descriptions

Mrs. Richmond wanted to remind the Commission that when EctoHR performed this salary study they used a computer program that tries to match the Department's titles to the titles closet in the computer database. This means that some of the job duties do not match up exactly.

The Park Commission reviewed the salary study information that was presented by EctoHR. There were a few points that they would like to have clarified.

Commissioner Christensen suggested getting information on what the Township pays employees of similar positions and downloading the MRPA wage survey off of its website.

Chairperson Vallad stated that even though they would like additional information from the staff, the information that they have in front of them can still be used in the discussion for the additional compensation.

Commissioner Christensen stated that to her the two items are separate. The fact we are severally underpaying some and that according to the summary it looks like the Park

Maintenance Supervisor makes more than the 50<sup>th</sup> percentile doesn't exclude him from being eligible for additional compensation for doing additional duties.

Chairperson Vallad stated that she understands that point it just looks so bad when you look at how severely underpaid the Recreation Coordinator and Office Clerical positions are.

Commissioner Christensen stated that she did not want this study to influence her decision for compensation in the absence of the Director.

The Commission discussed that in addition to wanting additional information and clarification, they would also like to address this item after the needs assessment has been performed

**Commissioner Bower moved to direct the Leadership Team to obtain additional information on the salaries from other sources and to table this item to the January 2015 Regularly Scheduled meeting. Commissioner Bower was supported by Chairperson Vallad. 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.**

#### C. Discussion of Director Tucker's remaining Sick Leave Bank

Commissioner Christensen brought this item to the Commission after this item came up in Jennifer Tucker's exit interview. Director Tucker, when she was leaving, was forfeiting at least twenty sick days. She stated that, thinking outside the box, it might be nice if those days could be divided up amongst staff.

Several Commissioners stated that they have heard of other organizations where employees have been able to donate sick days.

Chairperson Vallad stated that she wanted to make sure it was legal.

Commissioner Danishevskaya stated that she knows that other organizations allow employees to contribute to a bank if another employee is sick. Commissioner Danishevskaya stated that her idea is that the twenty days are saved so if a full-time employee has an illness where they need additional time then they could apply to use some of the time. That way the Commission is not distributing it but saving it for a time when an employee has a need.

Chairperson Vallad stated Commissioner Danishevskaya has brought up a good point because this is normally done with a current employee but this situation is a little bit different.

Commissioner Baker wondered if this is something that could be changed in the policy if we find out that it is something that is legally allowable.

Chairperson Vallad stated that she did not think that the policy need to be changed if this is a one-time situation.

**Commissioner Bower moved to have the staff investigate the possibility of creating a sick time bank and the legal ramifications to be tabled to the regularly scheduled December meeting. Commissioner Bower was supported by Chairperson Vallad. 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 Compensation for The Interim Leadership Team

Commissioner Danishevskaya stated that she did look at the salary study to give her an idea of where the wages were at and she did not base her numbers on the study but it was a good starting point. Commissioner Danishevskaya figured there are 40 hours per week times four weeks in a month with 160 hours in a month. So if the Commission decided to give Sarah Richmond and Casey Reed \$500.00 a month that would be \$3.13 an hour. ( $\$500/160 \text{ hours} = \$3.13$ ). Her suggestion is to give Dan Raupp \$1.00 an hour increase and Kathy VanGilder \$ 1.00 an hour increase for right now. This is just a starting point that the Park Commission can always add to.

Chairperson Vallad stated that there is one other employee that has to be addressed, which is Kyle Wade, Park Maintenance.

Commissioner Danishevskaya asked what Kyle Wade does.

Sarah Richmond stated that Mr. Wade does park maintenance but due to the decreased number of staff he has been picking up extra duties.

Commissioner Danishevskaya stated that the Department would be spending approximately \$1,480.00 a month on the increases and that includes giving \$1.00 an hour increase to Kyle Wade.

Chairperson Vallad asked if these increases are just during the interim period until the Park Commission decides on hiring the Director position.

Commissioner Danishevskaya stated yes.

Chairperson Vallad wondered if at the end of the interim period the Park Commission would address the compensation again in case they would like to award additional compensation.

Commissioner Danishevskaya stated that she feels that the Park Commission absolutely should.

Commissioner Spicer asked how much Director Tucker made per hour.

Mrs. Reed stated she made \$28.44 an hour.

**Commissioner Danishevskaya moved to give Sarah Richmond and Casey Reed each an additional \$3.13 per hour and Dan Raupp, Kyle Wade and Kathy VanGilder each an additional \$1.00 per hour increase to be effective beginning November 15, 2014 during the interim period until the Commission hires a Director or addresses the Management Team. Commissioner Danishevskaya was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, Danishevskaya, Omell, Spicer and Vallad; No: Bower; Absent: None. The motion carried by a 6-1 vote.**

### **Further Discussion**

Commissioner Bower stated that he was concerned with Mr. Raupp not getting an equal amount as the rest of the Leadership Team. Staff had already expressed the desire to maintain a one for all and all for one attitude and having one of the team at a different rate is contradictive to that. In some respect he is not ok with doing that to someone not here and as long as Mr. Raupp is part of the Leadership Team then Commissioner Bower feels that Mr. Raupp should have a bigger piece of the pie other than just \$1.00 per hour.

Commissioner Spicer pointed out that Mr. Raupp had not been with the Department as long as the other two in the Leadership Team, which in her opinion is important to consider.

Commissioner Danishevskaya stated that Mrs. Richmond and Mrs. Reed have longevity and they will be doing a majority of the work in her opinion.

Chairperson Vallad stated that she agrees with Commissioner Danishevskaya. She does not want Mr. Raupp to think that the Commission does not value him but he is newer and in her opinion, the majority of the work will fall on Casey Reed and Sarah Richmond.

Kathy VanGilder stated her concern is that she knows how much Mrs. Reed and Mrs. Richmond do and that she is afraid that they will not seek additional help from Mr. Raupp if he receives less than they do.

Several Commissioners stated that it should not matter.

Mrs. Richmond stated that she does not want there to be any issue to arise within the leadership team because of the difference. She also stated she knows how hard Mr. Raupp works.

Commissioner Danishevskaya stated that the Commission knows that Mrs. Reed and Mrs. Richmond are working very hard and that the majority of the workload is going to fall onto them and the Commission wants to compensate them more for that work.

Commissioner Baker asked if the difference could be taken up at the end of the interim project.

The other Commissioners agreed that yes, as was stated earlier, at the end of the interim period they can readdress additional compensation.

Mrs. Reed stated that she understands and appreciates what everyone is saying. Money can be the big ugly monster that can tear things apart, which is why they had approached it the way that they did.

Mrs. Reed stated that possibly the additional compensation could be addressed on a month by month basis instead of waiting until the end things.

Mrs. Richmond did bring to the attention of the Park Commission that with staff taking on additional duties there will be some extra overtime and compensatory time may need to be addressed.

## **IX. TREASURER'S REPORT**

### **A. Bills List**

**Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 24,462.13, Trust and Agency \$ 600.00 and \$69.28 for River Run Preserve. Commissioner Christensen 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.**

Commissioner Danishevskaya brought up a point that she felt needed to be addressed by the Park Commission. The Commission has a Leadership Team but she feels that there needs to be one person in charge so that they are able to tell the others if something specific needs to be done. Because that individual is accountable for it anyway in a roundabout way, correct?

Commissioner Christensen stated that it was her understanding that individual was Mrs. Richmond.

Commissioner Danishevskaya stated in her opinion yes.

Chairperson Vallad stated that she didn't know, but that was her understanding as well. Was the interim plan specific enough to make that clear?

Mrs. Richmond and Mrs. Reed stated that the plan was specific in the fact that Mrs. Reed is responsible for recreation, Mr. Raupp is responsible for maintenance, and Mrs. Richmond

would be responsible for the administration duties. If there were an employee issue they would take that to the liaison and other matters would be taken to the Park Commission.

Chairperson Vallad stated that she is talking about the day to day operations. If someone saw that there was something that needed to be done, who was going to be the one to address it to get it done.

Commissioner Danishevskaya stated that in any project there is a project lead that has the authority to make sure that everything gets done. In that case she nominates Mrs. Richmond because she feels that she is already doing it.

Mrs. Reed stated that as discussed at the last meeting that if it had anything to do with recreation, based on the interim plan, that she was the one that was in charge and making the decisions because she is the one that oversees recreation. So if there are duties to be assigned she would be the one asking Mrs. VanGilder to do certain tasks to complete a project. The same holds true for maintenance, it would be Mr. Raupp and Mrs. Richmond would be for the administration. That is why they put together the plan to spell out who was responsible for what.

Commissioner Spicer stated that it sounded like the staff is already doing it.

Mrs. Richmond stated to expound on what Mrs. Reed said, if she needs to know something for a report than she is going to follow up with, for example Mr. Raupp, asking him exactly what is going on with a certain project. The team will be keeping each other apprised of what is happening in each area as well.

Commissioner Christensen asked how often the team would be meeting.

Both Mrs. Reed and Mrs. Richmond stated that they would be meeting at least once a week.

Chairperson Vallad asked if the staff felt that the interim plan was clear enough for the staff to handle matters. Chairperson Vallad asked Commissioner Danishevskaya if that addressed her concerns.

Commissioner Danishevskaya stated yes it addressed her concern, because again there aren't usually three people in charge of a project.

Commissioner Baker asked if there were an overlap of responsibilities would they would together to solve it.

Mrs. Reed said that yes and from her understanding from the Special Meeting if there was a problem that they could not figure out then they were to contact the liaison.

Chairperson Vallad stated that she disagreed. If it is day-to-day operations the team should be contacting the Chairperson.

Staff said that at the Special Meeting it was said to contact the liaison if there were any issues.

Chairperson Vallad stated that they were to contact the liaison for employee issues, not day to day operations.

Mrs. Richmond stated that that was not clear at that meeting. In the plan and at the meeting it was said to contact the liaison if there were any issues. Mrs. Richmond read the motion from the special meeting that said "Chairperson Vallad moved to appoint Commissioner Baker to be the employee liaison in the absence of the Park and Recreation Director during the interim time period."

Chairperson Vallad stated that if you look at the Park Commission policy manual employee liaison is just for personnel matters and day-to-day operational issues are to be addressed with the Chairperson.

Mrs. Richmond stated that it needed to be clarified because staff was just going with what was said at the Special Meeting.

Chairperson Vallad stated that she is not trying to make it sound like she is the be-all- and-end-all of information but she is just trying to follow the Park Commission policies.

Mrs. Richmond stated that she understands that and in the past she did know that if the Director was absent and there was an operational matter that occurred the staff did contact the Chairperson but again staff was just following the motion that was made and how the interim plan was written.

Chairperson Vallad stated that when she made that motion she was making it only for employee issues not for day to day issues.

Commissioner Bower stated that he understood that.

Staff is fine with that; again they just wanted to clarify this matter.

The Commission agreed that yes the staff should go to the Park Secretary/Personnel Liaison for employee related issues and take operational issues to the Chairperson.

## **X. COMMITTEE REPORTS**

None

## **XI. PUBLIC COMMENT**

Nancy Strole asked about the needs assessment and how it will be handled.

Commissioner Christensen explained that the staff meetings will be in the morning and in the afternoon there will be three round table sessions for the public. There will be room for six participants in each of the afternoon sessions and they will last approximately forty-five minutes each. An e-mail with the questions that will be asked will be sent out by the end of the week to selected community members. An MRPA representative will be a moderator for the sessions. Written comments will be accepted from community members that are not able to attend.

Mrs. Strole wanted to say bravo on the trails and all the work that has been done on them in the past month.

## **XII. COMMISSIONER COMMENT**

Commissioner Baker stated if the Commissioners had any stakeholders to be invited for the needs assessment please get the names and contact information to the Needs Assessment Committee. Also she would like to say that the Department has a great staff that has been doing a great job at organizing themselves and implementing the interim plan.

Commissioner Christensen reminded the Commission about the needs assessment and the lunch. Also she encouraged the staff to keep on keeping on with doing a great job.

Commissioner Spicer told staff that they are doing a good job and knows that the staff will keep doing a good job during this process.

Commissioner Omell stated that Jennifer Tucker is going to be missed. He also wanted to thank the staff for doing a good job.

Commissioner Bower and Commissioner Danishevskaya also wanted to thank the staff for doing a great job.

Chairperson Vallad stated that because of what happened at the Special Meeting she wanted to clarify the procedure for posting a special meeting. As stated in the policy manual, staff does not have to be notified of a special meeting.

Chairperson Vallad also stated that Commissioner Bower and she will be meeting with Supervisor Walls and Clerk Moreau on Friday, November 21, 2014 to discuss a shared stewardship position and maintenance position.

## **XIII. ADJOURNMENT**

**Commissioner Danishevskaya moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 9:00 pm. Commissioner Danishevskaya 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.**