

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, December 9, 2014**

I. CALL TO ORDER

The December 9, 2014 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:31 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 6:39pm)

Dennis Omell (Arrived at 6:42pm) Kathy VanGilder

Angela Spicer

Jean Vallad

Staff Present

Dan Raupp

Casey Reed

Sarah Richmond

Others Present

Nancy Strole

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –November 18, 2014 with Additional Disbursements of \$8,187.70 for the Parks & Recreation Fund
- B. Receipt of Activities Report for November
- C. Receipt of Progress Report
- D. Receipt of November Budget Printouts
- E. Receipt of Memo to Township Board dated December 2, 2014 re: 2015 Parks & Recreation Fund Budget Changes
- F. Approval of 2015 Park Commission Meeting Dates
- G. Approval of 2015 Youth T-ball, Baseball, Softball & 2015 Basketball Uniforms for Springfield Township Parks and Recreation

- H. Approval of 2015 Youth T-ball, Baseball, Softball & 2015 Photography Uniforms for Springfield Township Parks and Recreation
- I. Approval of Brochure Bid
- J. Approval of 2015 Programs and Events Schedule
- K. Receipt of Memo dated 12/4/14 re: Additional Purchases for the Year

Receipt of Communications

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, Spicer and Vallad; No: None; Absent: Danishevskaya and Omell. The motion carried by a 5-0 vote.

VII. OLD BUSINESS

- A. Set Agenda for December 16, 2014 Special Meeting-Chairperson Vallad

Chairperson Vallad moved to discuss Old Business A after New Business F. 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.

- B. Discussion of Sick Time Bank

Sarah Richmond, Administrative Assistant, stated that per the directive of the Park Commission she had contacted Steve Williams from EctoHR regarding this matter. His response, which was included in the packets, indicated that he did not recommend forming a sick time bank with the time that Director Tucker had remaining when she left her employment with Springfield Township Parks and Recreation.

The Commission decided that they would follow Mr. Williams' recommendation.

- C. Discussion of 8621 Eaton Road

The Commission reviewed the results from the asbestos survey that was performed by Performance Environmental Services. The Tri-Leadership Management team recommended putting together a request for bid proposal for the demolition of the house that includes the removal of the asbestos material.

The Commission discussed the costs associated with boarding up the house. After much discussion the Commission decided that at this time not to board up the house. The Commission directed staff to continue checking on the property to make sure that it is secure.

Chairperson Vallad moved to have the management team write a request for bid proposal for the removal of asbestos and demolition of the house. The request must be approved by the Commission prior to being sent out. 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.

VIII. NEW BUSINESS

A. Discussion of Needs Assessment-Commissioners Christensen & Baker

The Park Commission reviewed the results of the Needs Assessment that was compiled by Ann Conklin of MRPA who was the consultant that assisted the Commission with the process.

Staff stated that from their perspectives that the summary may not fully make clear the intention in some of the statements that were made.

Commissioner Baker stated that during the process she felt that there was a lot of good feedback that was gathered.

Staff clarified that they felt that the feedback that was given was good and that it is difficult relaying everything that was said.

Commissioner Christensen stated that she felt it went well and it was very positive. She felt that there wasn't anything that was brought up that isn't currently already on the radar of the Commission.

Chairperson Vallad stated that all of the feedback about the current staff was very positive, it was stated multiple times that the current staff is very friendly and hardworking.

Based on the feedback from the Needs Assessment, the Needs Assessment Committee is recommending that the Department does need a Director. The job description will need to be updated and then the suggested timeline will need to be implemented.

The Commission, after further discussion decided that a Hiring Committee should be formed to update the job description and prepare the posting. Once the candidates have been narrowed down a panel consisting of the Commissioners, other Park professionals, and perhaps Steve Williams of EctoHR, will be formed.

The hiring committee will consist of Commissioners Baker, Christensen, and Danshevskaya.

Chairperson Vallad moved to form a Hiring Committee consisting of Commissioners Baker, Christensen, and Danshevskaya. Chairperson Vallad was supported by Commissioner Omell. 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.

The timeline for the hiring process will tentatively be as follows:

February 23rd Post the Job

March 23rd First Round of the Interviews

March 30th Second Round of the Interviews

April 13th Make Job Offer

May 4th First Day of Employment

The Hiring Committee will be working on a revised job description for the Director's position along with a recommendation for salary. In addition, the committee will be working on the operational structure for the Department.

After reviewing the timeline, the Park Commission realized that their February meeting date would need to be changed to February 17, 2015 due to a conflict with the MRPA Conference.

B. Discussion of Stewardship & Maintenance Position(s) Proposal-Chairperson Vallad & Commissioner Bower

Chairperson Vallad and Commissioner Bower had met with Township Supervisor Walls and Clerk Moreau about the possibility of a Township Stewardship position. Included in the Park Commission packets was the proposal for the new position. The proposal highlighted that the Township is exploring a new position that would be dedicated to Township wide natural resources management and stewardship activities. The employee would be responsible for properties owned by the Township and have consulting/outreach duties for non-Township properties.

The proposal highlighted that for the Township park lands, the Park Commission and Township Board would share responsibility for managing the preserves and natural areas. The proposed duty split was included in the proposal.

Several Commissioners voiced their opinion that they felt that the Stewardship position should report to the Director of Parks and Recreation since the Department has been doing stewardship for many years already and they have so many resources available to them.

The Commission had a lengthy discussion about the potential for a Stewardship position. There are several points that the Commission would like to have clarified by the Township Board. The Township Board will be discussing this proposal at their Thursday, December 11, 2014 meeting and it was suggested that if any Commissioners are available to attend it would be helpful.

The Commission suggested that staff compile any questions or suggestions about the Stewardship position and other considerations before the special meeting. Chairperson Vallad stated that she would like to invite Clerk Moreau to the special meeting as well to clarify some of the points that were raised this evening.

C. Discussion of 2015 Park Officers

Chairperson

Chairperson Vallad stated this is a time of transition for the Department.

Commissioner Bower stated that he feels that there needs to experience in the position.

Commissioner Omell nominated Commissioner Danishevskaya for the Chairperson position. Commissioner Omell was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell; No: Spicer and Vallad; Absent: None. The motion carried by a 5-2 vote.

Treasurer

Commissioner Omell nominated Commissioner Christensen for the Treasurer position. Commissioner Omell 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.

Secretary/Personnel Liasion

Chairperson Vallad nominated Commissioner Baker for the Secretary position. Chairperson Vallad was supported Commissioner Omell. 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 Staff Comp Time

Sarah Richmond, Administrative Assistant, stated that at the November 18, 2014 meeting, it was brought to the attention of the Commission that there would be the potential for at least two employees to exceed the eighty hour compensation time limit. Mrs. Richmond stated that both she and Mrs. Reed are going to be over the eighty hour limit after all the meetings and events in December.

Commissioner Christensen asked Mrs. Richmond if she would suggest paying the employees down to the eighty hour limit.

Mrs. Richmond stated that it is her suggestion that the employees be paid down to sixty hours lower level so that they start the year at a lower level and they would not be in danger of exceeding the limit right away.

Commissioner Christensen moved to payout any full-time staff members who have over sixty hours of compensatory time. Commissioner Christensen 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.

E. Discussion of Potential Deer Survey

The Park Commission reviewed the information that was included in the packet regarding this item.

Chairperson Vallad moved to approve spending up to \$1,000.00 for an Aerial Deer Survey to take place in January/February 2015. 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.

F. Discussion of Staff Holiday Luncheon

Commissioner Christensen moved to close the Parks and Recreation office on Monday, December 15, 2014 in the afternoon as outlined in the memo dated December 5, 2014 for the staff holiday luncheon with the understanding that no alcohol be consumed during that time period. Commissioner Christensen was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, and Spicer; No: Vallad; Absent: None. The motion carried by a 6-1 vote.

Further Discussion:

Chairperson Vallad stated that she normally would not have an issue with closing the office for this event but she does have a concern with closing and paying the staff for the afternoon in light of the fact that the staff will now be receiving an additional paid holiday on December 26, 2014.

G. Set Agenda for December 16, 2014 Special Meeting

Chairperson Vallad suggested the following:

Old Business – Stewardship Position

New Business- Budgeting 101

Township Auditor Ken Polka will be arriving around 7:30 pm to help with the budgeting 101 portion of the agenda.

It was suggested that the meeting should start at 6:30 pm to allow plenty of time to discuss old business prior to Mr. Polka arriving.

Chairperson Vallad moved to set the agenda as discussed: meeting beginning at 6:30 pm Old Business- Discussion of Stewardship Position, New Business- Budgeting 101. Chairperson Vallad 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.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 5,570.34. 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.

B. Budget Amendment

This amendment is for the following:

- To address end of the year expenditures and cost center overages

Revenue

NO CHANGE \$ 867,900.00

Expenditure

SUBJECT TO BOARD APPROVAL

1. Programs/Events Supplies Cost Center – increase by \$5,000.00 from \$37,050.00 to \$42,050.00
 - EBT Vendors # 211-763-735.001 increase by \$ 2,700.00 from \$0.00 to \$ 2,700.00
 - Amusement Park Tickets # 211-763-872 increase by \$ 1,000.00 from \$1,000.00 to \$ 2,000.00
 - Camp Supplies # 211-763-728 increase by \$ 200.00 from \$100.00 to \$300.00
 - Special Event Supplies # 211-763-727 increase by \$ 1,100.00 from \$3,350.00 to \$4,450.00
2. Consultant/Contractor Cost Center – increase by \$6,000.00 from \$51,750.00 to \$57,750.00
 - Accounting & Auditing # 211-768-801 increase by \$ 500.00 from \$1,800.00 to \$2,300.00
 - Misc. Contractual #211-768-814 increase by \$5,500.00 from \$500.00 to \$6,000.00
3. Supplies & Equipment Under \$10,000 Cost Center-increase by \$3,000.00 from \$7,600.00 to \$10,600.00
 - Equipment Under \$10,000 #211-758-730 increase by \$2,500.00 from \$3,100.00 to \$5,600.00
 - Projects Under \$10,000#211-758-736 increase by \$500.00 from \$4,500.00 to \$5,000.00
4. Utilities Cost Center – decrease by \$3,000.00 from \$15,700.00 to \$12,700.00
 - SBP Heat #211-752-923.002 decrease by \$1,200.00 from \$1,200.00 to \$0.00
 - HCC Heat #211-752-923 decrease by \$1,800.00 from \$2,750.00 to \$950.00
5. Maintenance Personnel Cost Center- decrease by \$10,000.00 from \$147,800.00 to \$137,800.00
 - Hospitalization #211-760-720 decrease by \$10,000.00 from \$33,000.00 to \$23,000.00
6. Commission Personnel Cost Center- decrease by \$1,000.00 from \$7,150.00 to \$6,150.00
 - Commissions #211-750-702 decrease by \$1,000.00 from \$5,700.00 to \$4,700.00

Expenditure Total No Change: \$867,900.00

Chairperson Vallad moved to adopt the Parks and Recreation Budget Amendment # 3 as presented. 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.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Baker thanked the staff for all the hard work and working together. She also stated that she was happy to get the feedback from the Needs Assessment. She is also looking forward to working with the Township Board on the proposed stewardship position.

Commissioner Spicer wanted to thank the staff for all the hard work that they have been doing.

Commissioner Bower stated that the concerns that the staff has brought up in regards to the stewardship position are the same as the Commission's and he will be asking the Township Board about them.

Commissioner Danishevskaya is very excited about the possibility of the stewardship position.

Commissioner Christensen stated that she is looking forward to the new year and all the new possibilities.

Commissioner Omell wanted to thank the staff for all their hard work. He stated that he feels that the stewardship position is very important and he hopes things can be worked out.

Commissioner Vallad also expressed her appreciation of the hard work that the staff has been doing.

Commissioner Bower moved to accept the meeting dates with the change of the February meeting being held on February 17th instead of February 10th. 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.

XIII. ADJOURNMENT

Commissioner Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 9:29 pm. Commissioner Bower 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.

Jean Vallad, Chairperson of Park Commission