

**Springfield Township  
Parks & Recreation Commission Regular Meeting  
Tuesday, March 9, 2010**

**I. CALL TO ORDER**

The March 9, 2010 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:32 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**

Lisa Christensen  
Anne Loncar  
Annette Zemon-Parker  
Jean Vallad  
Darryl Wendt

**Staff Present**

Sarah Richmond

**Others Present**

Verlin Cook  
Collin Walls, Davisburg Rotary  
Judy Windrim, Davisburg Rotary

**Commissioners Absent**

Commissioner Baker with notification  
Commissioner LaLone with notification

**IV. AGENDA REVISIONS AND APPROVAL**

Add "Discussion of Waiver for Bid Proposals" as item "G" under New Business.

**Chairperson Vallad moved to accept the agenda as revised. Chairperson Vallad was supported by Commissioner Loncar. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker, and LaLone. The motion carried by a 5-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Regular Meeting Minutes –February 9, 2010 with Additional Disbursements of \$4,448.00 for the Parks & Recreation Fund and \$ 150.00 for Trust & Agency
- B. Receipt of Activities Report for February
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for January14, 2010

- E. Receipt of Before Audit January Budget Printouts
- F. Receipt of Before Audit February Budget Printouts
- G. Approval of Bid Proposal for 2010 Youth T-ball, Baseball, Softball and 2011 Basketball Uniforms
- H. Approval of Bid Proposal for Photography for 2010 Youth T-ball, Baseball, Softball and 2011 Basketball
- I. Approval of Revised Non-Profit Community Group Rental Agreement Page 3
- J. Approval of Revised Township Policy re: Fringe Benefits
- K. Receipt of 2010 Budget Notes
- L. Receipt of 2010 In-Kind Service Projects for Non-Profit Community Groups
- M. Approval to Donate Special Events Packet to Friends of Parks
- N. Receipt of Township Board's March 11, 2010 Meeting Agenda

Receipt of Communications

1.

The last two sections of the meeting minutes had corrections that were pointed out.

The Commission also asked that page three of the Non-Profit Community Group Rental Agreement be sent to the Township Attorney to see if the wording that was added is adequate or if additional verbiage is necessary. A motion will be made under the Non-profit Community Group Committee agenda item.

**Commissioner Zemon-Parker moved to accept the consent agenda as revised. Commissioner Zemon-Parker was supported by Commissioner Wendt. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker, and LaLone. The motion carried by a 5-0 vote.**

**VII. OLD BUSINESS**

**A. Director's Time Recording Update from Township Auditor-Chairperson Vallad**

Chairperson Vallad stated that when the Township Auditors were in the building this past month, they did a random check of employee's hours worked and record keeping for those hours, including sick time, vacation time, etc. The auditor asked where Director Tucker's time was recorded. They were referred to Chairperson Vallad since she is the Chairperson of the Commission.

The auditor made the point to Chairperson Vallad that it was bad record keeping on the part of the Park Commission to not have Director Tucker's current time information, since the Director should have been verifying her time all long with someone from the Commission.

Chairperson Vallad stated that she wanted to bring this to the attention of the rest of the Commission. So if there is anyone that had any reservations about Director Tucker being required to record her time and turn it in to someone, the auditor verified it was important.

Commissioner Loncar wanted to clarify that the employees had to turn their time into someone in order to get a check, correct?

Sarah Richmond, Administrative Assistant, stated that yes, the employees obviously turned their time in to receive a check. In the Parks Department all employees, except the Director, punch a time clock. At the end of the pay period the timecards are collected and tabulated. Once the time is tabulated the time is then put into an excel spreadsheet that is turned into the Clerk's Department. However, before the spreadsheet is turned into the Clerk's Department, the Director or in her absence the Chairperson, verify the timecards and the spreadsheet. Once the time has been verified then the spreadsheet is signed and turned in. This is the first year that the auditor had ever, to her knowledge, audited the employees time. The auditors randomly choose two employees from the Parks Department and several from the Township and Library and asked to see their timecards or timesheets. They wanted to verify that the timecards matched what was being turned in on the spreadsheet. It was then that they began to ask about vacation time, personal time, etc. It was not directed at just the Park's Department but all the departments. But then the question was asked about Director Tucker's time as a department head. At that point Mrs. Richmond referred the auditor to Chairperson Vallad.

Chairperson Vallad stated that since Director Tucker is salaried her pay is always the same. No one knows if she is taking sick time or vacation time, because her pay stays consistent.

Commissioner Loncar asked if her time is on a timesheet or timecard.

Chairperson Vallad said that Director Tucker does not punch a clock, so no, her time is not on a timecard or timesheet.

Mrs. Richmond stated that since she personally is an hourly employee her time is on a timecard and then Director Tucker keeps track of that time in an excel sheet.

Commissioner Loncar asked if Director Tucker's time/days taken is put on her paycheck stub.

Mrs. Richmond stated that the Township does not do that currently. Mrs. Richmond stated that at a Township staff meeting, the staff was told that the auditor would be recommending that one central person keep track of everyone's vacation time, personal time, sick time, etc. Each department would still keep track of the time but they would report it to this one person. However, the auditor's have not yet turned in their report with their recommendations to the Township.

Commissioner Loncar asked how long the timecards and timesheets are kept.

Mrs. Richmond stated that they are kept for seven years.

Chairperson Vallad stated that the Commission has already started keeping track of Director Tucker's time, so there is no action that needs to be done at this point but she wanted to bring it to everyone's attention.

## **VIII. NEW BUSINESS**

### **A. Discussion of Rotary's Request**

Collin Walls, Rotary President Elect, was in attendance on behalf of the Davisburg Rotary Group to present their request this evening.

Chairperson Vallad stated that a few weeks before, she and Mr. Walls had an impromptu meeting. At that time Mr. Walls discussed this request with her but also talked about mending some of the fences between Rotary and the Park Commission and the Parks Department. Something that came out in that discussion was the 2009 in-kind service project. Chairperson Vallad stated that she had been told that the project had not been completed to the Park Commission's satisfaction. It was not considered completed because some of the framework was not replaced on the benches. Chairperson Vallad stated that she had not heard previously the reason as to why the group did not replace some of the framework for the benches.

Mr. Walls stated that neither he nor Mrs. Windrim, the current Rotary president, were the receivers of the information on the 2009 in-kind service project for Rotary. He is under the assumption that what they received in writing was what they were supposed to do. They were asked to replace two benches at the north ball fields at Shiawassee Basin Preserve and they were asked to replace the benches on the pee-wee and minor fields at Shultz Park. They were not asked to replace any benches on the south field at Shiawassee Basin Preserve or the major field at Shultz Park. At the minor fields they found that benches had metal I-beam frames. So instead of replacing a metal beam they only replaced the top of the bench. To his understanding Mr. Wise had verified it would be approved to just replace the top of the benches on the minor field.

Commissioner Loncar asked if there was a copy of the original request that was given to Rotary. Because while she agrees it does not make sense to remove a steel frame, did replacing only the tops satisfy the groups' obligation.

Mr. Walls said that to his knowledge that was a discussion that took place between Director Tucker and Mike Wise.

Commissioner Wendt stated that there was not a true communication between Mike Wise, Director Tucker and the Park Commission. That is a hurdle that the Park Commission and Rotary has to get through right now.

Mr. Walls said that he is fully aware of that situation and has already begun working to correct that type of situation for this year's in-kind service and anything else that Rotary and the Commission does cooperatively. That is the problem with having too many people involved in the communication process. He believes that an easy solution to this is for things to be in writing.

Chairperson Vallad discussed how the Community Groups fall under the responsibility of the Recreation Coordinator and she would like to see Casey Reed, the Recreation Coordinator, be in charge of the groups per her job description. If she has a problem then she should go to her Director. Then if the two of them can't solve the problem, they should then go to the Park Commission.

All the Park Commissioners agreed that it should be the Recreation Coordinator handling the Community Groups per the job description.

Commissioner Wendt stated that he would like to be copied on the e-mails between the Recreation Coordinator and the Community Groups.

Mr. Walls thanked the Park Commission for placing their request on their agenda for this evening.

When Pacia Going passed away in 2004 she bequeathed \$ 5,000.00 to the Davisburg Rotary Club for the purpose of beginning a Rotary building fund. At that time the money was invested in a CD by the then Rotary Board. The past and the current Rotary Boards both agreed that it was not beneficial to the community or logical for the Club to try to build its own building. So when the CD expired, it was not renewed. The Club contacted Mrs. Going's heir and requested that the restriction that the funds be used for a building fund be released so that the funds could be used for community service programs. The Club also indicated that because they could not honor Mrs. Going's wish they would return the funds if the family so wished.

The heir proposed that the funds be given to Springfield Township Parks and Recreation in exchange of (a) naming the meeting room "The Rotary Room in memory of Charlie and Pacia Going" (b) with a plaque so designated and a negotiated free rent for some period of time.

Mr. Walls stated the Rotary Group understands there are several questions such as what size plaque, the location, etc. However, the group did not get into that yet until they knew if the Park Commission would even consider the request.

Commissioner Loncar thinks it is a good idea. It sounds like Mr. Going is one of the founding members of the Rotary Club.

Commissioner Christensen is comfortable with it as long as the Park Commission is all able to agree on it.

Commissioner Zemon-Parker said that all of her questions related to the rent and how long the money would be applied to their rent.

Commissioner Wendt is in agreement in pursuing this further, but the Commission needs to look at what makes the most sense as far as the rent goes.

Commissioner Loncar wanted to clarify that once the plaque and the rent is agreed upon then the Park Commission alone would decide what to do with the remaining money.

Chairperson Vallad is fine with it too once the decision is made on the size of the plaque, length of time, etc.

Commissioner Zemon-Parker would like whatever the agreement is written down.

Chairperson Vallad stated that Rotary would pay \$ 1,570.00 in rent per year as long as the Commission does not raise the rent. It would give them roughly three and quarter years worth of rent.

Commissioner Loncar pointed out that this was supposed to be a donation.

Mr. Walls stated that those were not his numbers but rather Chairperson Vallad.

Commissioner Loncar said she understands. In her opinion that what they should do is take half of it to pay for their rent and half of it would be a donation, obviously minus the money for the plaque.

Mrs. Windrim stated that she knows that the money is to truly be a donation, along with the acknowledgment plaque. The Club had not even discussed any type of time frame.

**Commissioner Wendt moved that the Commission agree to the Rotary's request contingent upon the Non-profit Community Group Committee meeting with Rotary to discuss the plaque size, the plaque location, the length of time the plaque will be hanging, and if part of the donation will cover some the Rotary Club's room rent. All of this is subject to the final approval of the Park Commission. Commissioner Wendt was supported by Chairperson Vallad. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker, and LaLone. The motion carried by a 5-0 vote.**

## **B. Ballot Initiative Language**

Chairperson Vallad informed the Park Commission members that Clerk Moreau had pointed out that the Township Board approves the millage amount and language.

The Township Board, at their February meeting, heard the presentation that Pastor Marc Burnett, President of the Friends of the Parks, made and then had a very lengthy discussion on what the best possible options would be. It was decided that a .75 millage should be pursued for a length of time around six years depending upon when other millages came up for renewal.

The Friends of the Parks group investigated when other millages were due to be renewed and that is how they came up with their time frame.

**Commissioner Loncar moved to support the proposed ballot language for a park millage. Commissioner Loncar was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker, and LaLone. The motion carried by a 5-0 vote.**

## **C. Priority Lists**

Chairperson Vallad stated that she had asked the staff to put together some priority lists since there is more in the prior year fund than the Commission had originally anticipated and the Commission may want to look at spending some of that fund money.

Commissioner Zemon-Parker asked if they would want to do that considering the state of the budget for next year.

Chairperson Vallad said obviously they would not be spending all of it.

Chairperson Vallad said that her priority is to of course retain all their current staff but she asked for this list to see what might be helpful for them to do their jobs.

Commissioner Zemon-Parker asked if this could be tabled to a future meeting when the Commission knew for sure how much extra funds they might have in their prior year fund.

Chairperson Vallad said that it did not have to be tabled it was just for their information.

Commissioner Loncar asked if during the budget process does the staff bring items like this to the attention of the Director.

Mrs. Richmond stated that the staff does do that and some of these items were unfortunately removed when the budget was reduced. Some of these items though are eventually going to have to be addressed such as tires for the ford tractor.

Chairperson Vallad said that this discussion was just for the Park Commission's information.

#### **D. Discussion of Hiring Seasonal Maintenance Staff**

Chairperson Vallad stated that in the 2010 budget there is \$ 9,000.00 budgeted for seasonal maintenance. She is not saying that the Park Commission needs to be hiring anyone but that the Director needs to be directed as to what the Park Commission would like to see per the budget for seasonal maintenance. There is enough for one person at \$ 8.00/hour for forty hours for twenty-eight weeks or one person at \$ 8.50/hour for forty hours for 26 weeks.

Chairperson Vallad said that there is a lot to think about because there is work on the weekends that seasonal employees did last year and in previous years. Obviously this is something that Director Tucker will have to handle.

Commissioner Loncar thinks they have to refer back to current staff as to what they would like to see happen, have them work May through September?

Mr. Cook said that the problem is that he has a lot of projects that need to be done but he only has one truck to move staff around.

Commissioner Loncar said that they need to look at what the biggest need is for the maintenance staff.

Chairperson Vallad wanted to go on the record stating that she does not want to see what happened last year happen again. Last year the Commission made a motion to give the Director the authority to hire three people and there ended up being five people hired. Due to the Director being creative in her hiring, the seasonal maintenance line item went over budget.

Commissioner Wendt stated that it was sort of the Commission's own fault because they did not stop it earlier in the season when they noticed there were too many people hired.

Mrs. Richmond stated that during the budget process Director Tucker did discuss having two employees and floating them and adjusting their hours to cover the weekends.

Chairperson Vallad stated that she thinks it would be great if Mr. Cook could put together a plan to figure out how many employees are needed and can be utilized.

Mr. Cook stated that he was not here to try and advocate hiring one person but just wanted to know the direction as to how many employees would be able to be hired and he would like to see someone hired that had some experience.

Commissioner Loncar stated that to her a priority should be having a worker for the weekends.

Mr. Cook stated that his confusion is that for the weekends it has been done so many different ways. They have always been lucky that seasonal staff has been able cover the weekends, because it is not just the trash and the bathrooms that have to be taken care of but also the beach that has to be opened on the weekends.

Mr. Cook will be working on a plan so that he and Director Tucker can sit down and figure out the seasonal maintenance personnel situation.

### **E. Employee Time Keeping**

Chairperson Vallad stated that Commissioner Wendt and Commissioner Zemon-Parker were working together to try and figure out Director Tucker's time. Director Tucker was reporting her time to Commissioner Zemon-Parker but now is reporting it to Commissioner Wendt. Both of them found her time recording form confusing.

Chairperson Vallad stated that when she was in the office signing payroll she saw the form that Mrs. Richmond was using while Director Tucker was on leave and she really liked it. Also, Mrs. Richmond's form is the one that the auditors really liked.

Mrs. Richmond stated that the only reason that she devised the system as she did was that she did not feel comfortable going through Director Tucker's personal paperwork and it was not anything against Director Tucker's system, it was just a system that she devised to use while the Director was gone.

Commissioner Christensen asked if Chairperson Vallad had looked at Director Tucker's system and had a hard time deciphering it.

Chairperson Vallad said that yes, she found it difficult to decipher.

Commissioner Christensen said that perhaps Director Tucker can decipher it.

Commissioner Wendt said that everyone should be able to decipher it easily in order to use it.

Mrs. Richmond wanted to clarify that the version of timekeeping that the Park Commission is discussing is Director Tucker's personal time in an excel spreadsheet. The form that the auditor saw is a hard paper copy that is placed in a three ring binder to track employee time.

Chairperson Vallad stated that she would like to have all employees use that same format for time keeping.

Commissioner Wendt said he agreed with Chairperson Vallad.

Commissioner Loncar does not think that they should change the system without input from Director Tucker.

Commissioner Christensen agreed.

**Chairperson Vallad moved to table this item to the next regularly scheduled meeting until the Park Commission can get input from the Director. Chairperson Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, and Vallad; No: Wendt; Absent: Baker, and LaLone. The motion carried by a 4-1 vote.**

#### **F. Discussion of Rental House Lease**

Chairperson Vallad discussed the fact that there were some revisions that needed to be made to the current rental house lease. She would like to receive feedback on whether they should begin working on the lease and then send it to the attorney or have the attorney just make all the changes himself.

Commissioner Wendt feels that they should take the three leases and try to marry them together.

Chairperson Vallad agreed that they can work on it and then send it to the attorney.

Chairperson Vallad and Commissioner Loncar said that they would work on the leases and then have it sent to the attorney.

Chairperson Vallad stated that they need to get to work on this since the house is being shown.

Mrs. Richmond stated that they have shown the house three times but at this time they do not have any rental applications.

Mrs. Richmond also stated that they had measured the area for the appliances and the fridge has to be 63 inches or less to fit into the space. Mr. Cook has found a used appliance store that carries fridges in those sizes. Prices for the fridges range from \$ 175.00 to \$ 225.00 and electric stoves starting at \$ 125.00. If we purchase through them they provide a sixty day warranty and they would deliver them for an additional \$ 15.00.

**Commissioner Loncar moved to purchase appliances (stove and a fridge) for the small rental house at 8625 Eaton Road, including the delivery at a price not to exceed \$500.00. Commissioner Loncar was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker, and LaLone. The motion carried by a 5-0 vote.**

#### **G. Discussion of Waiver for Bid Proposals**

The Park Commission looked at the example of waivers that Commissioner LaLone had provided.

The Park Commission asked to have the attorney look at the waivers and the request for bid proposal language for his recommendations.

**X. TREASURER'S REPORT**

**A. Bills List**

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 30,322.84 and Trust and Agency at \$ 150.00. Commissioner Christensen was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker, and LaLone. The motion carried by a 5-0 vote.

**B. Budget Amendment**

**Revenue:**

**Decrease "Fees for Services" Cost Center by \$ 1,000.00**  
(Decrease "Special Events" line item # 211-009-611 by \$ 1,000.00)  
*[New "Special Events" line item total: \$ 8,450.00]*  
*(Previous line item total: \$ 9,450.00)*

**New "Fees for Services" Cost Center Total \$ 37,350.00**  
*(Previous cost center total: \$ 38,350.000)*

**NEW REVENUE TOTAL: \$ 512,875.00**  
*(Previous Revenue Total: \$ 512,875.00)*

**Increase "Other Revenues" Cost Center by \$ 1,000.00**  
(Increase "Contributions" line item # 211-010-675 by \$ 1,000.00)  
*[New "Contributions" line item total: \$ 4,000.00]*  
*(Previous line item total: \$ 3,000.00)*

**New "Other Revenues" Cost Center Total \$ 385,100.00**  
*(Previous cost center total: \$ 384,100.00)*

**NEW REVENUE TOTAL: \$ 512,875.00**  
*(Previous Revenue Total: \$ 512,875.00)*

Chairperson Vallad moved to adopt the budget amendment as presented dated March 2, 2010. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker, and LaLone. The motion carried by a 5-0 vote.

**X. COMMITTEE REPORTS**

**A. Policies and Procedure Committee**

None

**B. Shiawassee Basin Preserve Rental Properties Committee**

None

**C. Non-Profit Community Group Committee**

**Chairperson Vallad moved to accept the revised Non-profit Community Group Contract wording with the addition of “and the group will enter the grounds at their own risk” contingent upon Attorney Need’s approval. Once the Park Commission receives the approval, the Commission wants to have the Recreation Coordinator send a letter and have the groups initial which option they would like to choose to be effective for the rest of the year. Chairperson Vallad was supported by Commissioner Loncar. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker, and LaLone. The motion carried by a 5-0 vote.**

**XI. PUBLIC COMMENT**

None

**XII. COMMISSIONER COMMENT**

None

**XIII. ADJOURNMENT**

**Commissioner Zemon-Parker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:36 pm. Commissioner Zemon-Parker was supported by Commissioner Wendt. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, Vallad and Wendt; No: None; Absent: Baker, and LaLone. The motion carried by a 5-0 vote.**

---

Jennifer Tucker, Director of Parks & Recreation

---

Jean Vallad, Chairperson of Park Commission