

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, April 13, 2010**

I. CALL TO ORDER

The April 13, 2010 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:37 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
Dot LaLone
Anne Loncar
Annette Zemon-Parker
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Collin Walls, Davisburg Rotary
Judy Windrim, Davisburg Rotary

Commissioners Absent

Commissioner Wendt with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "Township Board Tentative Agenda for April 15, 2010" as item "K" under Consent.

Commissioner LaLone moved to accept the agenda as revised. Commissioner LaLone was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, and Vallad; No: None; Absent: Wendt. The motion carried by a 6-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –March 9, 2010 with Additional Disbursements of \$3,316.75 for the Parks & Recreation Fund and \$ 150.00 for Trust & Agency
- B. Receipt of Activities Report for March
- C. Receipt of Financial Summaries
- D. Receipt of Approved Township Board Meeting Minutes for February 11, 2010
- E. Approval of Non-Profit Community Group Rental Agreement Page 3 with Revisions from the Township Attorney

- F. Receipt of Letter from Township Attorney dated April 1, 2010 re: Oakland County Waiver Forms
- G. Receipt of Davisburg Beautification Day Information
- H. Receipt of Young At Heart Active Adults Newsletter for April and May
- I. Approval of Revised Springfield Township Parks and Recreation Commission Rules of Procedure Pages 13-24 and the Disclaimer Page
- J. Receipt of March Budget Printouts

Receipt of Communications

1.

Commissioner Baker had one correction to the meeting minutes. On page six in the first paragraph there is a "then" and it should be a "than"

Commissioner Zemon-Parker moved to accept the consent agenda as revised. Commissioner Zemon-Parker was supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, and Vallad; No: None; Absent: Wendt. The motion carried by a 6-0 vote.

VII. OLD BUSINESS

A. Springfield Township Parks and Davisburg Rotary Hart Center Donation Agreement

Collin Walls, the president elect of Davisburg Rotary, was here this evening to present the information that Rotary and Commissioner Wendt, as the Non-Profit Community Group Committee representative, had discussed in regards to the plaque arrangement in the Hart Community Center.

Chairperson Vallad stated that she had spoken to Commissioners Wendt and LaLone on Monday about the agreement. She stated that she is ok with the plaque being hung in the Hart Community Center on a permanent basis and she is not sure why at the March meeting she put in the motion "the length of time the plaque will be hanging". It was pointed out to her in her discussion with the other Commissioners that it is Shultz Park, the Hart Community Center, the Bob Clark pavilion and the Patricia Kramer pavilion. None of those names are going to be changing so it makes sense to have the plaque hanging there on a permanent basis.

Commissioner Zemon-Parker stated that item one of the agreement should read "The Rotary room in memory of Charlie and Pacia Going" shall be permanent. Currently there is no set of quotation marks after Going.

Chairperson Vallad stated that she did want to ask if it should read that the plaque will hang permanently or should it say that it will hang as long as Rotary continues to meet in the Hart Community Center.

Mr. Walls stated that the Commission probably did not want to add that since that might imply that Rotary's use of the building would then be permanent.

Chairperson Vallad said that was a good a point.

Chairperson Vallad stated that her only other question was if anyone checked the size of the plaque to make sure it would fit between the entrance doors.

Mr. Walls stated that the plaque was only 8.5" x 11" and it would fit between the doors.

Chairperson Vallad moved to accept the agreement dated April 5, 2010 with the revision of the quotation marks, to take effect as soon as it is signed. Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, and Vallad; No: None; Absent: Wendt. The motion carried by a 6-0 vote.

Further Discussion

Mr. Walls wanted to know who in the Parks Department he should be working with for the plaque.

Chairperson Vallad stated that he should work with Casey Reed, Recreation Coordinator. It is in her job description to manage the Community Groups.

Chairperson Vallad stated that she would like to see the donated funds be used for something for the Hart Community Center.

Director Tucker would suggest purchasing new chairs or tables, which would benefit all the groups that use the center.

Commissioner Loncar stated that in her opinion her priority would be maintenance projects that need to be completed within the center.

Commissioner Baker stated that she had a question in regard to the chairs. Is Director Tucker looking at stationary chairs or some other variety?

Director Tucker stated that the first thing she would do is look at recovering the existing chairs that are there at the center and then, depending on the prices, perhaps looking at new chairs.

Director Tucker stated that she noticed from the meeting minutes from the previous month that there was some confusion about the communication for the 2009 in-kind service project for the Rotary Club. What she is exactly speaking about is at the end of their in-kind service project there was one set of benches that were not changed but rather recovered without the Department's/Commission's approval. Director Tucker stated that she had worked with Mike Wise, of the Davisburg Rotary, and Commissioner Wendt to come up with a solution. She thinks that some of that information may have been forgotten. At that time Commissioner Wendt was acting on behalf the Non-Profit Community Group Committee and that is basically where it stopped. Director Tucker stated that she had some e-mails detailing the back and forth communication that transpired in case anyone would like to take a look at it because it was communicated through the proper channels but in the minutes it sounded as if something had gone awry and maybe was not correct, so she just wanted to clarify that was not the case.

Chairperson Vallad stated that basically what Director Tucker is trying to say is that Commissioner Wendt received the information and he may have forgotten to share that with the rest of the Commission when they discussed it last month.

Director Tucker just wanted to clarify that there was no lack of communication in the office.

B. Employee Time Keeping

This matter had been tabled at the March meeting since Director Tucker was not in attendance.

Chairperson Vallad stated that she and Director Tucker had talked about this matter since that time.

Director Tucker said that there were two issues regarding time keeping. The first issue had to do with the Township Auditor and what he was requesting, which is basically that he wants to know at any given time throughout the Township what the Township monetary liability is as far as employee time, i.e. sick time, vacation time, compensatory time, etc. The auditors are recommending that the whole Township do the same thing, which Director Tucker stated she thought would be great. It would be great to have it on each employee's pay stubs, but that has not been suggested yet. The Township Auditor stated that he would be glad to come to a Park Commission meeting to talk about that if there was any confusion what so ever on that point.

Commissioner Loncar wanted to clarify that the reason for this is strictly monetary.

Director Tucker stated that yes; it is just to make sure that the Township has enough money to cover any potential liability for any Township employee's accrued compensatory time.

Director Tucker stated that to her the timekeeping is a separate issue. She stated that she was unaware that there was any issue with the form that she was using and sending to the Personnel Liaison and she would be glad to change it. Director Tucker stated that she knew that Chairperson Vallad had suggested using the form that was created for use while she was gone and she is fine with using that form/system.

Commissioner Loncar wanted to know if there was a way to standardize the form for all the employees from Director Tucker all the way down to the seasonal employees.

Director Tucker stated that all the hourly employees punch a time card. Right now she keeps track of everyone's compensatory time so she will keep track of it electronically and on the form. If that is what Commissioner Wendt would like to see for her time then she can just send that to him electronically.

Chairperson Vallad asked Director Tucker if after their conversation that day had she gotten a chance to look at it at the new forms/system.

Director Tucker stated that she had and honestly whatever it is, it is fine.

Chairperson Vallad stated that she had looked at Director Tucker's e-mail and she is not sure if she is understanding what she is looking for. What she would also like to see is information about Director Tucker's off site meetings too. Also, just like she told Director Tucker earlier in the day, if Director Tucker is taking a personal day and she has the time to take then she does not need to write why she is taking it because it is no one else's business but hers..

Chairperson Vallad stated that the first sentence in the policy about Director Tucker's recording procedure does include off site meetings, so if Director Tucker knows ahead of time that, for example, every Thursday afternoon Director Tucker attends a meeting somewhere then she should be putting it in there. That is why Chairperson Vallad thinks the calendar format would work well along with the other forms.

Chairperson Vallad stated that if something deviates from her schedule, Director Tucker should then just send a quick e-mail to let the Personnel Liaison know.

Director Tucker stated that this is going to be a growing situation and she just hopes that there is going to be enough communication. She wanted to know, and she does not want this to get nitpicky, but as an example, if she takes a water sample to the County for the small rental does she have to call Commissioner Wendt? She does not want this to handcuff her but at the same time she wants to give the Commission what they are looking for.

Chairperson Vallad asked that if Director Tucker is going to be away from the office for more than an hour then she should send Commissioner Wendt an e-mail.

Commissioner Loncar asked do they really need to get down to the hours.

Chairperson Vallad said that she really did not want to define it that way.

Commissioner Loncar stated that she could understand half days.

Commissioner Christensen suggested that if something deviates from the normal day to day operations than she would have to let the Personnel Liaison know.

The other Commissioners agreed that if something deviates from the normal day to day operations than Director Tucker would need to contact the Personnel Liaison and if it is more than a half a day she will still keep the liaison informed.

Chairperson Vallad stated that she is curious with what Director Tucker does with her day and this is a way to learn because she does not know what type of meetings Director Tucker is attending.

Director Tucker stated that she would be glad to put that in there but she doesn't know if that is going to get Chairperson Vallad what she is looking for.

Commissioner Loncar stated that she sees in the reports what the staff is doing. Is there anyway that at the end of the month that Director Tucker could put something in about the items that were out of the realm of normal day to day duties.

Chairperson Vallad stated that yes; it would be nice to learn about those items that deviate from her normal schedule. So if Director Tucker has a normally scheduled monthly meeting just let the Personnel Liaison know about it. Chairperson Vallad stated that these items would be on the Director's monthly calendar.

The recording secretary asked for clarification. What Chairperson Vallad is asking for is that Director Tucker do a monthly calendar and put her normal meeting dates and any other days, i.e. vacation, flex, personal days, etc., she knows she will be taking on it and e-mail that to her

Personnel Liaison. If there are any deviations from her schedule such as taking a sick day, leaving early or being out of the office for a meeting, then she needs to notify the Personnel Liaison by e-mail about those dates.

Chairperson Vallad stated that the clarification was correct and that the Personnel Liaison will track the Director's days/time.

Commissioner Christensen wanted to clarify that the calendar would be sent at the beginning of the month.

Chairperson Vallad stated that is correct.

Director Tucker stated that she would do that but also she would urge the Commission that if anyone has any concerns or anything that they please contact her.

Commissioner Baker suggested reviewing the system at the September meeting to see how it is working for everyone.

The other Commissioners agreed with that suggestion.

VIII. NEW BUSINESS

A. Friends of the Parks Request- Judy Hensler

In the Park Commission packets, there was a letter from Judy Hensler, the Friends of Parks Treasurer, requesting that an invoice for \$ 115.00 be waived. The invoice to the Friends of the Parks is for putting an advertisement in the Spring and Summer Parks and Recreation brochure.

The Department was kind enough to charge the group the direct "cost" for the advertisement at \$ 115.00.

Judy Hensler pointed out in her letter that Friends of the Parks was formed to support the Parks and Recreation Department.

Chairperson Vallad does feel it is kind of silly to charge the group when their purpose is to support the Department.

Commissioner Loncar agreed that the group should not be charged for the advertisement.

Chairperson Vallad stated that she thinks that there should be a policy to address issues with this group and that the group should not be charged for the advertisement. The policy would also address the two groups (the Parks Department and Friends of the Parks) working together. If the group had a request, such as advertisement, they should ask permission for the item prior to it happening. The Policy and Procedure committee will be working on this policy.

Commissioner Loncar moved to waive the invoice fee of \$ 115.00 for the Friends of the Parks advertisement in the Spring and Summer 2010 Brochure as referenced in the

memo dated April 7, 2010. Commissioner Loncar was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, and Vallad; No: None; Absent: Wendt. The motion carried by a 6-0 vote.

Director Tucker suggested that instead of a policy perhaps a resolution would be better. Director Tucker will send information on the resolution to Commissioner Vallad.

B. Request for Bid Proposal for Resealing the Mill Pond Park Parking Lot

Director Tucker stated that she had received some minor changes from Chairperson Vallad on the Request for Bid Proposal.

Commissioner LaLone stated that she would like to see the contractor fill the cracks before the parking lot is resealed.

Director Tucker stated that there was an item addressing the linear foot crack repair in the request.

Chairperson Vallad moved to go out for Seal Coating and Striping bids for the Mill Pond Parking Lot as presented in the Request for Bid Proposal at the April 13, 2010 meeting. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, and Vallad; No: None; Absent: Wendt. The motion carried by a 6-0 vote.

Further Discussion

Commissioner LaLone wanted to know if the two references were credit references or work references.

Director Tucker stated they were work references and would the Commission like credit references.

Commissioner LaLone stated that she thought they should.

The Commission asked Director Tucker to contact the Township Attorney to inquire if there are any additional forms that the Department needs to have their suppliers sign to protect the Department in case the suppliers file bankruptcy.

C. Natural Resource Management Update for 2010

Director Tucker did a power point presentation on the different funding for the natural resource management that the Department will be receiving in 2010. Also in the presentation was information on the recent prescribed burn.

D. Discussion of Senior Groups

Director Tucker informed the Park Commission that she, along with Sarah Richmond, and Casey Reed met with Janet Stack-Miller and Marc Cooper from the Kaleidoscope group to discuss the two senior groups and the possibility of combining them. During the discussion there were several options that were talked about including Kaleidoscope taking the groups

over or the Department taking them over. The goal is to keep the groups meeting two days a week. Kaleidoscope is having a hard time breaking even with their group and one of the reasons they state for that is the rent for using the room at the Hart Community Center. There are a lot of different scenarios that were discussed that day, but basically at this point the Department needs to crunch some numbers so they can figure out who can organize the groups for less money and what is the best scenario for everyone.

Director Tucker stated that one thought process was that if the two groups combined that maybe there would be some Community Development Block Grant Funds available to help fund the group. However she does not know if that is a possibility but it is something that could be looked into.

Director Tucker stated that they would like to look into all these different options and see what can be done.

Director Tucker would like to have a couple of Commission members that would be interested and a Township Board member or two that would be interested sit down with the Department and Kaleidoscope to discuss this matter.

Director Tucker stated that she would like direction from the Commission if this is something that they would like staff to look into and then bring it back to the Commission.

The Commission would like the staff to look into this matter and the Commissioners that would be willing to participate are Commissioners Baker, Christensen and Loncar.

X. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 16,136.92. Commissioner Christensen was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, and Vallad; No: None; Absent: Wendt. The motion carried by a 6-0 vote.

B. Budget Amendment

The budget amendment was needed to cover the additional LIP Funds the Department would be receiving.

Revenue:

Increase "Grants" Cost Center by \$ 20,000.00

(Increase "Government Grants" line item # 211-012-539 by \$ 20,000.00)

[New "Government Grants" line item total: \$38,575.00]

(Previous line item total: \$ 18,575.00)

New "Grants" Cost Center Total \$ 45,175.00

(Previous Grants Cost Center Total \$ 25,175.00)

NEW REVENUE TOTAL: \$ 532,875.00

(Previous Revenue Total: \$512,875.00)

Expenditure:

Increase "Consultant/Contractor" Cost Center by \$ 20,000.00

(Increase "Natural Resource Management" line item # 211-768-813 by \$ 20,000.00)

[New "Natural Resource Management" line item total: \$45,000.00]

(Previous line item total: \$ 25,000.00)

New “Consultant/Contractor” Cost Center Total:

\$ 84,995.00

(Previous “Consultant/Contractor” Cost Center total: \$64,995.00)

New EXPENDITURE TOTAL: \$ 532,873.00

(Previous Expenditure Total: \$ 512,873.00)

Chairperson Vallad moved to adopt the budget amendment as presented dated April 7, 2010. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, and Vallad; No: None; Absent: Wendt. The motion carried by a 6-0 vote.

X. COMMITTEE REPORTS

A. Policies and Procedure Committee

See item “I” under Consent Agenda.

B. Shiawassee Basin Preserve Rental Properties Committee

Director Tucker stated that now that she was back, if it was agreeable to the Commission, she and the staff would work on revising the lease. Once the revisions are made then it would be brought back to the Commission and sent to the Township Attorney for his approval.

Director Tucker also stated that she had talked to Verlin Cook, Park Maintenance Supervisor, about a couple of things that they could do around the house that wouldn't cost a lot of money but that would help the aesthetics of the house. Some of the items that they were thinking of were painting the living room and putting new linoleum in the kitchen.

Commissioner Loncar stated that the kitchen cupboards were an item that came to her attention that needed some work.

Chairperson Vallad asked if there had been any interest in the house since the beginning of March.

Director Tucker stated that no one had contacted the office to see the house.

Director Tucker wanted to make sure that the committee was alright with her handling these matters now that she was back.

Chairperson Vallad said that she was fine with Director Tucker handling the issues with the house now.

Commissioner LaLone wanted to know how much money would be spent, especially since there has been no money coming in for rent these last several months.

Chairperson Vallad stated that there was no money in the budget to do these repairs, so Director Tucker would have to be very careful in what she spent to accomplish the tasks.

Director Tucker stated that yes, that was correct, and they would be working hard to be very frugal in spending money on the repairs.

C. Non-Profit Community Group Committee

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Baker stated that it was good to be back and attending the meetings. She is currently two months away from graduating.

All the Commissioners welcomed Director Tucker back from her leave and told her good job on the prescribed burn, the presentation tonight and obtaining the grant funds.

XIII. ADJOURNMENT

Commissioner Zemon-Parker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:28 pm. Commissioner Zemon-Parker was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, and Vallad; No: None; Absent: Wendt. The motion carried by a 6-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission