

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, June 14, 2011**

I. CALL TO ORDER

The June 14, 2011 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
Darryl Wendt

Staff Present

Pete Medor
Sarah Richmond
Jennifer Tucker

Others Present

Steve Horn

IV. AGENDA REVISIONS AND APPROVAL

Add "Discussion of Athletic Field Rates" as item "E" under New Business

Add "Additional Compensation for Facility and Park Maintenance during Park Maintenance Supervisor Absence" as item "F" under New Business

Add "Discussion of Friends of Parks Bench Donation Location" as item "A" under Old Business

Chairperson Vallad moved to accept the agenda as revised with the exception that item "D" under New Business be moved up to item "A". Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

V. PUBLIC COMMENT

Pete Medor, the new Park Maintenance Supervisor, was introduced to the Park Commission. Mr. Medor stated that he was very excited to be joining the Department.

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –May 10, 2011 with Additional Disbursements of \$14,589.59 for the Parks & Recreation Fund and \$ 750.00 for Trust & Agency
- B. Receipt of Activities Report for May
- C. Receipt of Financial Summaries
- D. Receipt of April Budget Printouts
- E. Receipt of May Budget Printouts
- F. Receipt of Approved Township Board Meeting Minutes for April 14, 2011
- G. Receipt of Young At Heart Active Adults Newsletter for May and June
- H. Receipt of Memo re: 2012 Rental Rates dated June 8, 2011

Receipt of Communications

1.

Commissioner Zemon-Parker moved to accept the consent agenda as revised. Commissioner Zemon-Parker was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

VII. OLD BUSINESS

A. Discussion of Friends of Parks Bench Donation Location

Director Tucker, Laura Moreau, and Nancy Strole walked along the Ranger driveway to find locations for the five donated benches from the Friends of the Parks group.

Director Tucker stated that they had found locations for all the benches, where they would compliment the ascetics of the area.

Director Tucker stated that there is a Boy Scout who will be installing the benches and some signage for his Eagle Scout project. It is his hope to have the project done by the end of June.

Commissioner Loncar asked if Director Tucker was satisfied with the location of the benches.

Director Tucker stated that she was happy with the locations.

Chairperson Vallad moved to have Director Tucker continue with the Eagle Scout to complete the project of installing the donated benches along the long Ranger driveway. Chairperson Vallad was supported by commissioner Loncar. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

VIII. NEW BUSINESS

A. Massassauga Update

Steve Horn, a retired Naturalist from Indian Springs Metroparks, came to give the Park Commission an informal presentation on the Eastern Massausauga. In the meeting he covered such topics as how the Massausauga give birth, the typical behaviors of the breed, along with other information on the Massausauga.

After the discussion the Park Commission stated that they appreciated Mr. Horn coming out and providing them with the information this evening.

Commissioner Baker stated that she knows that our Department already has in place education on the Eastern Massasauga for the public but she would like to see us continue to do more with the cable, and web, along with additional signage and additional classes.

B. Approval of Request for Bid Proposals for Sport Court Installation for the Mill Pond Park Athletic Courts

The Park Commission reviewed the request for bid proposal. Chairperson Vallad provided some corrections to the request.

Chairperson Vallad moved to request Director Tucker seek bids for the Sport Court Flooring for the Tennis and Basketball Courts. Chairperson Vallad was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

C. 2012 Park Fund Budget – 1st Draft

Director Tucker went over the 2012 Park Fund Budget notes and the changes that were made from the 2011 budget.

Chairperson Vallad inquired if it was known yet what State revenue sharing would be for 2012.

Director Tucker stated that she did not know that yet but she could ask the Township Treasurer if she had received notification as to what the amount will be.

The Park Commission discussed the Capital Outlay Cost Center and which items should be included in that cost center. The Commission did decide that at this time they should place a trails project into the budget. The plan that they would like to have included is the parking area by the long (ranger house) driveway and a trail that will connect to the Davis Lake Overlook.

After further discussion about the notes, the Park Commission decided that they will review the notes and discuss the budget in more detail at their next meeting on July 12, 2011.

D. Discussion of Possible Endowment Funds

Chairperson Vallad gave the Park Commission some history on the Springfield Site Action Committee (SSAC).

SSAC funds are intended for the purchase and maintenance of high quality/environmentally sensitive areas.

At this time SSAC is asking for is a motion to indicate the Commission's general interest in the agreement for the creation of the Endowment Fund.

Chairperson Vallad moved that the Springfield Township Parks Commission express its general consent to entering into an agreement for the creation of the Endowment Fund as outlined in the draft agreement presented to us on June 14, 2011 from the Springfield Site

Action Committee, with the understanding that, if necessary, certain additional provisions or revisions to that agreement would be required before the establishment of the Endowment Fund as outlined in the agreement. Chairperson Vallad was supported by Commissioner LaLone. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Vallad and Wendt; No: Zemon-Parker. The motion carried by a 6-1 vote.

Further Discussion:

Commissioner Loncar asked if some of the conditions be that there be a survey for the property.

Director Tucker said that she feels that we should ask if it is possible to go back and ask SSAC for funds for additional issues such as fencing when there is an encroachment issue and capping a well for example.

Commissioner Zemon-Parker stated that she had an issue with number two in the agreement that states they can limit what type of activity takes place on the property.

Chairperson Vallad stated that the Park Commission had the following questions:

1. Make sure that any property purchased has been surveyed
2. Currently ten percent of the property purchase price go into the endowment account, are we locked into only ten percent?
3. If there is a problem with the property and there is no money left in the endowment fund or not enough to cover the necessary costs, can the Department go to SSAC to ask for additional funds?

Commissioner Zemon-Parker wanted to know who the property will be deeded to, the Township or the Parks and Recreation Department.

Chairperson Vallad stated that it would be deeded to the Township.

E. Discussion of Field Rates

Director Tucker provided the Park Commission with some proposed changes to the rental rates for the athletic fields. The increase in the rates is necessary to cover the Department's cost when renting out the fields.

Commissioner Loncar moved to increase the field rates as stated by Director Tucker. Commissioner Loncar was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

F. Additional Compensation for the Facility and Parks Maintenance during Absence of the Park Maintenance Supervisor

Director Tucker stated that this matter was brought to her by Kim Saul, the Facility and Parks Maintenance employee at 4:00 pm today. Director Tucker stated that since this matter had come to her so late in the day, she did not have a chance to even look at any budget numbers for this matter.

Kim Saul has asked formally for compensation for, in her opinion, assuming some supervisory duties in the absence of the Park Maintenance Supervisor. Among the duties listed was assisting the seasonal maintenance staff.

Commissioner Loncar stated that in her job as Golf Course Superintendent she expects her full-time employees to direct her part-time and seasonal employees in her absence.

Chairperson Vallad asked if Ms. Saul stated in her memo what she feels that she did over and beyond duties listed in her job description.

Director Tucker replied, that in her memo Ms. Saul stated that she did organizing, and supervising of seasonal employees.

Chairperson Vallad stated that she would like to point out that in Director Tucker's absence, the office staff did not receive any additional compensation for the extra duties that they assumed.

Several Park Commissioners stated that they were leaning toward not awarding her the extra compensation.

Commissioner Baker stated that at her previous employer they did provide extra compensation for employees that covered for the supervisors when they were gone.

Commissioner Loncar stated then if that is the case then shouldn't they look at compensating the office staff during Director Tucker's Family Medical Leave absence.

Commissioner Zemon-Parker replied that this will set a precedence in the Department and so the Park Commission will have to be very careful with this matter.

Director Tucker stated that during the Park Maintenance Supervisor's absence other employees helped to fill in wherever necessary. By no means is she saying that Ms. Saul is doing nor did not do a good job, but feels it is important to acknowledge that all staff helped in the Park Maintenance Supervisor's absence.

Commissioner Zemon-Parker stated that unless this person was designated as an interim supervisor and specifically told that they were the interim supervisor, then she has a real problem with additional compensation.

Commissioner Loncar stated that didn't the Park Commission just give this employee a raise this year so that she would take on additional responsibilities. She also agrees that a policy addressing what employee assumes supervisor roles when the current supervisor is gone is a good idea.

Commissioner Wendt stated that in his company employees do not receive monetary compensation for covering in a supervisor(s) absence but rather sometimes an additional day off or a gift certificate.

Commissioner Loncar moved to table this matter to the next regularly scheduled meeting on July 12, 2011. Commissioner Loncar was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

X. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 27,245.56 and Trust and Agency at \$ 450.00. Commissioner Christensen was supported by Commissioner Wendt. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

XI. COMMITTEE REPORTS

A. Policy & Procedure

None

XII. PUBLIC COMMENT

Pete Medor stated that he was happy that he stayed for the meeting and it helps to understand all that is going on in the Department.

XIII. COMMISSIONER COMMENT

Commissioner Christensen stated that she was glad to be back.

Commissioner Loncar stated that it was nice to have a full commission this evening. She also told the staff that they did a good job on the budget. She also welcomed Pete Medor to the staff.

Commissioner Zemon-Parker welcomed back Commissioner Christensen and welcomed Pete Medor.

Commissioner Baker thanked Commissioner Loncar for inviting Mr. Horn to our meeting this evening. She also welcomed back Commissioner Christensen and welcomed Pete Medor. She also told the staff that they did a good job on the budget.

Commissioner LaLone expressed the same sentiments as the other Commissioners.

Commissioner Wendt welcomed Pete Medor to the staff.

Chairperson Vallad wanted to know if the bathroom renovations at the Ranger's house are finished.

Director Tucker stated it was done and it really updates the look of the bathroom.

Chairperson Vallad welcomed Pete Medor to the staff. In addition, she was wondering if there was any way to reimburse Sarah Richmond, Administrative Assistant, for a portion of the cost for some HR Software that Sarah had purchased for her private use and could benefit the Department.

IVX. ADJOURNMENT

Commissioner Wendt moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 8:59 pm. Commissioner Wendt was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Baker, Christensen, LaLone, Loncar, Zemon-Parker, Vallad and Wendt; No: None. The motion carried by a 7-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission