

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, July 12, 2011**

I. CALL TO ORDER

The July 12, 2011 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:35 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

Absent

Darryl Wendt with notification

IV. AGENDA REVISIONS AND APPROVAL

Add "June Budget Printouts" as item "K" under Consent.

Add "Office Schedule" as item "C" under New Business.

Chairperson Vallad moved to accept the agenda as revised. 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.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –June 14, 2011 with Additional Disbursements of \$6,516.89 for the Parks & Recreation Fund and \$ 850.00 for Trust & Agency
- B. Receipt of Activities Report for June

- C. Receipt of Approved Township Board Meeting Minutes for May 12, 2011
- D. Receipt of Memo dated July 8, 2011 re: Job Descriptions for Parks and Facility Maintenance/Hart Community Center Food Service Manager Job and Part-time Ranger and Part-time year Round Maintenance
- E. Receipt of E-mail from Greg Need dated June 21, 2011 re: Playground Liability Issue
- F. Receipt of information from Yu Man Lee re: Playground and Massausauga
- G. Receipt of Resolution to Designate July as Parks and Recreation Month
- H. Receipt of July and August Young At Heart Active Adults
- I. Receipt of IRS Mileage Rate Increase to 55.5 cents per mile
- J. Receipt of Cell Phone Plan

Receipt of Communications

1.

Commissioner Zemon-Parker stated that all job descriptions need to have it listed that the employee needs to have “a valid driver’s license and a good driving record.”

Commissioner LaLone asked if the Department did felony checks on employees.

Director Tucker stated that all new employees have background checks performed on them.

Commissioner Zemon-Parker asked if the Department performed drug testing and if so, is it random.

Director Tucker stated that drug tests could be performed on a random basis unless there is an accident.

The Commission made some recommendations to the Part-time Ranger position job description.

Chairperson Vallad wanted it to say on all job descriptions under the review section “Annually. An individual review may be requested at any time.”

The Commission discussed the Cell Phone Plan. Among the discussion items, Commissioner Baker wanted to know what would happen if someone chose to use the option where they pay the Township the \$ 25.00 month to use the phone as both a personal and business phone and they went over the allotted minutes. In the policy it states that they would have to be responsible for the overage, but how do you know what put them over their minutes, a personal or business call.

Director Tucker stated that the employee would just be responsible for the overage.

Chairperson Vallad stated that she felt that the number should stay with the Township.

Director Tucker stated if an employee is using their personal phone for work, that number does not belong to the Township and if the employee is using there personal phone that they bought that equipment also belongs to them.

It was decided after much discussion that Director Tucker should implement the plan. After there has been one bill cycle the Park Commission would like to have this item added to the agenda so that they can review such things as who is on the Department’s plan, who is getting the reimbursement, what type of plans are now being used and what type of equipment was being used and most importantly if the new policy was working or not.

Commissioner LaLone had a question on the Wilderness property. She stated that she had been led to believe that the boundaries of that property had already been surveyed.

Director Tucker stated that the corners had been surveyed but the lines were not clearly marked. To have these lines surveyed it will come out of the Wilderness Property budget.

Commissioner LaLone moved to accept the consent agenda as revised. Commissioner LaLone 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. Additional Compensation for Parks and Facility Maintenance Position during Park Maintenance Supervisor Absence

Chairperson Vallad asked Director Tucker when the seasonal employees started this year.

Director Tucker stated that one began at the end of April and one in March.

Chairperson Vallad stated that the Commission had given compensation to staff during Director Tucker's first Family Medical Leave in 2005 because there were extra funds in the budget at the time and the staff took on a very large amount of extra duties since that is when the Shiawassee Basin Preserve multipurpose building was being built. However, when Director Tucker was out on leave this last time, due to budget constraints, staff did not receive any additional compensation for the extra duties they took on.

Commissioner Loncar asked if when Sarah Richmond, Administrative Assistant, took her Family Medical Leave did staff receive any compensation for extra duties that they assumed during that time.

Director Tucker stated that they did not.

Commissioner Zemon-Parker stated that in her opinion situations where employees are able to step up and take on additional tasks this will allow them the opportunity down the road when a supervisor role opens up to show their superiors what they are able to do.

Commissioner Baker stated that she disagreed.

Commissioner Zemon-Parker asked if anyone had appointed Ms. Saul as the interim supervisor.

Director Tucker stated that no one had.

Commissioner Baker was wondering what amount was being requested.

Chairperson Vallad stated that Ms. Saul did not list an amount, that it would be up to the Park Commission to determine an amount.

Commissioner Loncar stated that if the Commission does award extra compensation to Ms. Saul then they need to go back and look at awarding extra compensation to the other employees who covered while both Director Tucker and Sarah Richmond were out on Family Medical Leave.

Commissioner Baker stated that she disagreed with that because this is an incident where an employee came forward and asked.

Commissioner Loncar stated that she felt that if you give it to one and not the others than you will cause much resentment throughout the department.

Commissioner LaLone wanted to know if Ms. Saul was employed with the Department the last time that staff was awarded extra compensation.

Director Tucker stated that she believes that she was still a contractual employee at that time.

Commissioner LaLone stated than why was the Commission changing the rules on Ms. Saul.

Commissioner Loncar stated that she did not think they were changing the rules on Ms. Saul since while Commissioner Loncar has been on the Commission she has witnessed two employees go out on leave and other employees did not receive additional compensation for the extra duties they have had to perform, so to her that was the rule. Also she goes back to what she had said before, in her place of employment she expects her full-time staff and year round part-time employees to step up and take care of things as is needed.

Commissioner Baker wanted to know if that is something that we tell our employees.

Director Tucker stated that the job descriptions do say “assist with the supervision of...”

Chairperson Vallad stated that she believes that the first time extra compensation was given that the Park Commission said that it was a one time deal.

Commissioner LaLone stated that it was her recollection that the last time only the office staff received compensation.

Both Director Tucker and Sarah Richmond stated that maintenance staff received compensation last time just like the office staff.

Commissioner LaLone wanted to clarify again that this last time that Director Tucker was out on Family Medical Leave that Sarah Richmond and Casey Reed did not receive any compensation.

Sarah Richmond stated that none of the staff, including the maintenance staff, received any compensation this last time that Director Tucker was out on leave.

Commissioner Loncar wanted to clarify that no compensation was given to anyone when Mrs. Richmond was out on leave.

Director Tucker stated that no staff member received compensation at that time either.

Commissioner Christensen stated that she is on the fence about this. At her place of employment they just went through something like this and people were not compensated and people viewed it that they were just part of a team and needed to get things done.

Chairperson Vallad stated that during the time when there was not a Park Maintenance Supervisor she felt like everyone on staff pitched in and took on extra duties.

Director Tucker stated that everyone did pitch in to help.

Commissioner Baker stated that what she was hearing was does this individual see themselves as part of a team or in a business environment where you are free to ask for additional compensation for the extra duties.

Chairperson Vallad stated that it doesn't hurt to ask.

Chairperson Vallad stated that she felt that if there were extra money she would like to give everyone a bonus for a job well done in whomever's absence. Realistically she does not think it is one of the better things to do with the money in the budget right now because there are not any additional funds.

Sarah Richmond stated that as an employee she knows that there is not any additional funds to give out extra compensation all of the time but it would be nice for the Commission to recognize that their employees are stepping up and performing additional tasks to make sure that everything is getting done and to make sure the Department continues to run as it needs to. Staff members like to feel that their hard work is appreciated.

Commissioner Baker stated that to her this is a call that the Commission needs to be more clear on things, because there seems to be some unstated expectations that when someone is gone everyone just pulls together and they work as a team to get it done. That is alright but when these unstated expectations turn into a concrete question that is when things get a little dicey. She personally would like to see, the Policy and Procedure Committee, come up with some policy for leaves of absences. Even if it is stated that people will fill in and monetarily that will be addressed when raises are given.

Chairperson Vallad said she doesn't feel it needs to be a policy because it states in the employee's job descriptions "other duties as assigned." She feels that it is just understood then.

Director Tucker stated that she is not saying that Ms. Saul doesn't deserve the extra compensation; she is not saying that everyone doesn't deserve extra compensation, but for the 2012 budget we are projected to be \$ 5,000.00 away from our lowest budget point in the last twelve years. The entire staff has not had raises in several years, except for Ms. Saul and again she is not saying that Ms. Saul did not deserve the raise. In fact Director Tucker stated she felt that Ms. Saul did deserve it and that is why she recommended it but all of those other factors play a role in Director Tucker's thought process. Maybe it is not monetary compensation that should be given but something like giving staff their birthdays off. Director Tucker stated that she is hesitant because of the budget situation.

Commissioner Baker stated that she appreciates what has been said and maybe instead of looking at this as Ms. Saul asking for herself she is asking for the group. And maybe the

Commission should give gift cards to the staff to say thank you for all the extra work that they do and to let them know that they are looking to clarify this issue.

After further discussion, the Park Commission did state that the job descriptions do support the sharing of responsibilities in the absence of another employee. The Commission is very grateful and appreciative of what staff has done in the absence of other staff members but at this time due to their discussion and financial concerns they have decided not to act upon this request.

Chairperson Vallad moved to not act upon Ms. Saul's request for a pay supplement for the period of time when the Parks Department was without a Park Maintenance Supervisor. Chairperson Vallad was supported by Commissioner Zemon-Parker. Vote on the motion: Yes: Christensen, Loncar, Zemon-Parker, and Vallad; No: Baker and LaLone; None; Absent: Wendt. The motion carried by a 4-2 vote.

Further Discussion:

Commissioner LaLone wanted to know if the Commission was saying that from this point forward that there will be no additional compensation for any staff during another staff members leave.

Chairperson Vallad stated that is not what they are saying. It would have to be brought up as it happens. It doesn't hurt for a staff member to ask and it doesn't hurt for the Commission to acknowledge that the staff is doing a great job.

B. 2012 Park Fund Budget- 1st Draft

After reviewing the first draft of the 2012 Park Fund budget, the Park Commission had a lengthy discussion about necessary reductions and increases in the budget and they were able to come to a decision on the necessary changes to balance the budget.

The Park Commission had to find a way to eliminate a \$ 42,000.00 difference between the revenue and expenditures. Among the changes that were made are:

1. Completely eliminated all seasonal maintenance staff
2. Reduced Administrative Personnel Conference/Due line item by \$ 500.00
3. Reduced Maintenance Personnel Conference/Due line item by \$ 200.00
4. Reduced Supplies and Equipment Under \$ 10,000 line item by \$ 1,000.00
5. Reduced Repair and Maintenance Equipment line item by \$ 2,000.00
6. Reduced Repair and Maintenance MPP line item by \$ 1,500.00
7. Reduced Repair and Maintenance General Parks line item by \$ 1,500.00
8. Reduced Grub and Weed Control line item by \$ 2,190.00
9. Reduced the Commission line item by \$ 250.00
10. Eliminated \$ 2,821.00 from the Fund Reserve line item
11. Eliminated \$ 1,000.00 from the General Contingency line item
12. Increase Prior Year Fund line item by \$ 10,836.00

The Park Commission also discussed the items that they would like to seek a general fund contribution for, which include a park truck, RecPro software, computers and parking area at Ranger driveway with connecting trail to Davis Lake Overlook.

Chairperson Vallad moved to accept the 2012 Park Fund budget in the amount of \$619,074.00 for both revenue and expenditures. 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.

VIII. NEW BUSINESS

A. Discussion of Bid Proposals for Sport Court Installation for the Mill Pond Park Athletic Courts

The Park Commission reviewed the bids and the material that would be used for both courts.

Chairperson Vallad moved to award the bid for the Sport Court Installation for the existing athletic courts at the Mill Pond Park to Superior Sports at a cost not to exceed \$ 70,000.00. 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:

The Park Commission clarified that the reason they chose Superior Courts is because of the following:

1. It is a local business and they have been in business longer than their competitors
2. The Department had received great references for this company from other local Parks and Recreation Departments.
3. Superior Courts will have a shorter lead time for installing the product.
4. Superior Courts have a better warranty on their product compared to other like products.
5. Superior Courts met all the bid specifications.

B. Discussion of Maintenance Building

The Commission reviewed the proposed plans for the maintenance building which would be located on adjacent to the Civic Center.

The Commission agreed that they would like to participate in the maintenance building project with the Township.

Commissioner Loncar moved that the Park Commission move forward in the discussion with the Township Board for the shared maintenance building. 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.

C. Office Schedule

Director Tucker stated that she wanted to know if the Park Commission would be once again closing the office to the public the week between Christmas to New Year's. If staff wished to be off they would be utilizing whatever time they had or if they so choose they could work that week.

Director Tucker stated she was asking about these dates early so that it could be placed in the brochure which was getting ready to be printed.

Commissioner LaLone moved to accept the plan to close the office between Christmas and New Year's as they have done in the past. Commissioner LaLone was supported by Commission Zemon-Parker. 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. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 33,796.45 and Trust and Agency at \$ 300.00. Commissioner Christensen was supported by Commissioner Zemon-Parker. 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.

XI. COMMITTEE REPORTS

A. Policy & Procedure

None

XII. PUBLIC COMMENT

None

XIII. COMMISSIONER COMMENT

Commissioner Baker thanked the staff for all that they do. She also stated that she appreciated the information that Yu Man Lee provided regarding the Eastern Massausauga Rattlesnake.

IVX. ADJOURNMENT

Commissioner Zemon-Parker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 9:19 pm. Commissioner Zemon-Parker 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.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission