

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, September 8, 2015**

**I. CALL TO ORDER**

The September 8, 2015 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:05 p.m. by Chairperson Danishevskaya at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Commissioners Present    Staff Present    Others Present**

Roger Bower	Sarah Richmond	
Lisa Christensen		
Elena Danishevskaya		
Dennis Omell		
Angela Spicer		
Jean Vallad		

**Commissioners Absent**

Diane Baker with notification

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Vallad moved to accept the agenda as presented. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Special Meeting Minutes –August 11, 2015 with Additional Disbursements of \$25,428.39 for the Parks & Recreation Fund and \$850.00 for Trust & Agency
- B. Receipt of Activities Report for August
- C. Receipt Progress Report for August
- D. Receipt of August Budget Printouts
- E. Receipt of Fifty Plus Active Adults Newsletter for September & October
- F. Receipt of Memo to Township board dated August 21, 2015 re: 2016 Parks and Recreation Fund Budget
- G. Approval of Department's Updated Refund Policies

Receipt of Communications

**Commissioner Vallad moved to accept the consent agenda as presented. Supported by Commissioner Bower. Vote on the motion: Yes: Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.**

## **VII. OLD BUSINESS**

### **A. Discussion of 2016 Budgets**

Director Richmond stated that the Department does not need to make any changes but she wanted to inform the Commission that the budget was presented at the Budget Workshop meeting to the Township Board on August 25, 2015 and it went very well. She stated that it helped that she, Supervisor Walls and Clerk Moreau had a lot of discussion regarding Stewardship Fund and the Endowment Fund before the Budget Workshop. During those discussions one topic was what the Township would be paying for in terms of Stewardship. The Township Board will be funding Stewardship projects out of the General Fund with the hope that the Natural Resources Manager is going to be able to obtain grants. The Township Board has another Budget Workshop on September 17<sup>th</sup> but she is not anticipating that the Parks Budget will be on the agenda. The Township Board will have a Public Hearing in October or November with the budget approval coming after that. Director Richmond confirmed that she will let the Commission know if there was any change in that schedule.

Commissioner Vallad and Commissioner Bower were in attendance at the Budget Workshop and both agreed that Director Richmond did an excellent job presenting the budget to the Township Board.

## **VIII. NEW BUSINESS**

### **A. Discussion of Phone Policy for Hourly Employees**

Director Richmond stated that this topic was brought to her attention by a full time staff person. All of the Parks staff, except for her, are hourly employees and are all non-exempt. If a staff person is receiving phone calls at home, they should be receiving compensation for it. Director Richmond stated that when she was the Administrative Assistant, she took phone calls all of the time and did not receive any additional compensation for them. Technically, after speaking with Steve Williams with EctoHR, to comply, if an employee takes a text or phone call regarding work, they should be recording and documenting that time on a time sheet and turning it in to payroll.

Chairperson Danishevskaya asked if it only took 15 seconds to look at a text, how much time are they actually submitting?

Director Richmond stated that Steve Williams indicated that the staff should record the time spent for each interaction; if the call took a minute, they should record one minute. Perhaps they will only turn in time once a month to payroll. Originally, Steve Williams suggested just adding ½ hour to each pay period for these instances. She stated that the employee that brought this to her attention said that in a month, they were receiving 19 phone calls or texts. Some of them lasted 2 or 3 minutes and some longer. This employee has a Superintendent position. If something happens at one of the parks in the evening or on the weekend, they would be contacted by the other staff. The 19 per month is not every month.

Commissioner Christensen asked if the Department is paying for the employee's phone and wouldn't that figure into the equation.

Director Richmond answered that she spoke to the Department's HR Consultant about this. Steve Williams, EctoHR, said that if the Commission is expecting an employee to carry a phone, the Commission is either paying for it or reimbursing them for the cost of it and since Parks is only paying \$30 a line, it is probably a better idea to just continue reimbursing the employee for it. Steve Williams told Director Richmond that to be in compliance with the law, employees have the right to be paid.

Chairperson Danishevskaya stated that they should not be expected to pay 15 minutes for a 1 minute interchange though. There should be a policy so that it is time for time only.

Director Richmond stated that the employee has to keep track of their true time. She suggested that they need to wait until they accumulate .25 hours.

Commissioner Bower asked if this could be fixed by putting it in the job description so it is part of the job.

Director Richmond answered that this would not work according to Steve Williams. The Commission could also not just make the employee salaried because that would not automatically make the position exempt. The employee who brought this matter to Director Richmond was concerned about the amount of phone calls and them interfering with their time outside of work, which is understandable. Director Richmond stated that if an employee was called in to deal with a situation they do get paid for that amount of time. Some of the texts that this particular employee receives are informational texts from the gate keeper advising them, about what is going on in the parks.

Commissioner Bower suggested turning the phone off.

Director Richmond stated that if they do have an emergency or she has a maintenance question that she needs answered, she needs to be able to contact that employee.

Commissioner Christensen suggested that they gather information for a couple of months and then they can consider why the employee is getting calls and texts and if they should be getting them. For example, is it a training issue and further wondered if employees just asking questions that they should already know and then they can eventually start avoiding these calls.

Director Richmond indicated that this includes email too. If they are not required to check their email at home and you check it, you should not get paid for that. She told this employee that they have a Township email account and maybe instead of texting them the information, other employees can utilize email to provide information to each other and the employee's would need to make it a point to check their Township email first thing in the morning. This is something that she will be discussing with the employees. She stated that a lot of things happen between 3:30 pm and 7:30 am the next morning that employees have to be aware of.

Commissioner Christensen asked if the Gate Keeper or the Building Custodian are filling out a form when they close down a building or park for the afternoon. She asked if they are recording information on this.

Director Richmond indicated that they are filling out this type of form on a weekly basis and if there is a problem that is when they send a text or make a phone call. She stated that they could start requiring that on a daily basis and there is a drop box for afterhours drop off too. She also thought of putting an answering machine at Hart Center where they could record information.

Chairperson Danishevskaya suggested that they use email.

Director Richmond agreed and suggested that this employee would look at that first thing in the morning. She stated that since this was brought up, they need to be in compliance with the law. If they turn in the timesheet, they will get paid and because they are hourly employees, this is required.

Commissioner Christensen confirmed that Independence Township Parks and Recreation employees are reimbursed 100% for their cell phones and they are expected to take calls on nights and weekends with no additional reimbursement. The team at Independence would rather take the calls and take care of the problem.

Director Richmond stated that some employees have small children and it is difficult to take calls in the evening. She suggested that a message can be left on their phone telling them to call when they can and when it is convenient.

Commissioner Vallad stated that it has been brought up now and The Commission needs to develop a policy so that they are in compliance. She stated that she would like to pay in 30 minute increments, but how long do they want this to accumulate.

Director Richmond stated that if an employee comes to her on a Thursday with 1 hour of phone and/or text time, she would suggest that they just flex an hour off the next day so that they are not accumulating compensatory time. The policy regarding overtime is that an employee will be getting comp time. She stated it goes up to 80 hours and then anything over is paid. The Township also tries to not let employees get overtime and if they do, not let it accumulate.

Commissioner Omell asked if the employees are willing to keep a log.

Director Richmond stated that if an employee does not keep track of it and does not write it down, then she can't force people to do it. If they have something in place and it is in the employee handbook and they don't do it, then it is on them, not on Parks. It is not in the handbook now.

Commissioner Christensen stated that it is her sense that this will just go away and maybe the person will realize that it really doesn't happen as frequently as he thought.

Director Richmond stated that she started asking other Townships and a lot of people said that it is just expected of their employees.

Commissioner Vallad stated that she likes the idea of the spreadsheet and days and times and whatever response they made needs to be included.

Director Richmond summarized that she wanted date, time, call or text from, what it is regarding, length or time including type of response. She suggested having a signature line at the bottom.

Commissioner Vallad stated that once they have the data, they can figure out how they want to pay it.

Director Richmond stated that if she gets one that is five minutes, she would suggest that they leave early five minutes.

Commissioner Bower stated that it puts the responsibility on the employee.

Director Richmond stated that they can make it work so that it is conducive to all employees. She reiterated that there are some things that happen between 3:30 pm and 5:30 pm that the early morning employees should know about.

Commissioner Christensen suggested that there is a line on the form for what action was taken, for example, "left early 5 minutes" or whatever was used to equal the time.

Director Richmond stated that she will check with Steve Williams if they can use a log as they have discussed. They should be turning it in on a weekly basis so she can get the chance to address it and have the time flexed during that week.

**Chairperson Bower moved to have the employees keep a record of their outside calling log and after each call; the call log should be signed and dated. These call logs will be turned in each pay week and if possible the employee will flex the accumulated time. Supported by Commissioner Danishevskaya. Vote on the motion: Yes: Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.**

#### B. Approval of Request for Bid Specifications for Shiawassee Basin Preserve Pathway

Director Richmond stated that the replacement of the walkway between the two ballfields is in the budget. This walkway will be torn out and replaced with a better base (8 feet versus 6 feet) and new asphalt. Her hope is to do this Fall 2015. There is \$30,000 budgeted for this year, if it is not able to happen this fall, she would like to do a budget amendment to put it in the budget next year. Last year the Parks went out for bid for seal coating then it got cold and they couldn't do it. She was told that the company was held to their bid but she has been trying to get in touch with these seal coaters to sealcoat Mill Pond but has not been able to. She might combine seal coating and try to get a better deal. It would be great to get the seal coating done this year and that is what she is trying to do.

**Commissioner Vallad moved to go out for bids to remove, replace and widen the current asphalt pathway at Shiawassee Basin Preserve. Supported by Commissioner Spicer. Vote on the motion: Yes: Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.**

Commissioner Omell asked if this was brought up at a Township Board meeting and if so, were they willing to help pay for some of it.

Director Richmond answered yes it was brought up but no they were not going to pay for it. There was a discussion at a joint meeting regarding the pathway. The Parks trucks have to go down it and it is not wide enough.

Commissioner Vallad asked if there was a difference in the bid specs to make it drivable.

Director Richmond replied that she didn't think so but she will double check. The only people that drive on it are the staff.

#### C. Discussion of Equipment Enclosure

Director Richmond provided drawings and information regarding a proposed enclosure to be erected at the Hart Community Center. She used an old site plan and showed where it would be placed on the grounds and provided a copy to the Commissioners. Not having anywhere to store things has been a discussion item for a long time. They need to do something to keep the snow and ice off of their equipment in the winter time because it is aging their equipment. She looked at all of the rust on their John Deere tractor, it is not due to lack of maintenance, and it is due to the fact that it is stored outside. She understands that it is not a permanent solution but it will get them through the next couple of years until a more permanent solution is determined. She stated that they will put up a structure like the proposed one at the end of October or beginning of November and then take it down at the end of March or beginning of April when the weather improves. She stated that in the proposed structure, they would store the John Deere tractor, the implement for the John Deere tractor and the mowers with the implements. She suggested storing as much as they could even using pallets to layer items on them. She stated that it would be located right behind the tennis courts and the proposed site is ideal because they can still plow to the site location and be able to get the tractor out. It would not be an eyesore and this area is not visited in the winter. The snow is not pushed here either. She stated that the Township Supervisor asked why the Parks Department would not want to build a lean to. The problem is the area behind the shed is not very big and it would be very difficult to get things in and out. She pointed out that the lean-to on either side would not work. The Supervisor suggested that it be less than 400 square feet and in that case they would not need a building permit but they would still have to go through an administrative site plan review. She stated that she would need to draw the proposed enclosure out as a scaled drawing to present for approval. During the spring, they could store the metal poles over the tool room and the tarping could be stored on one of the shelving units. She indicated that the back and front doors close and it also has a vent in it. The John Deere tractor is just over 8 feet tall and does not fit in the garage. The proposed enclosure has to be tall enough in order to get the tractor out.

Commissioner Omell asked about the life of the structure.

Director Richmond indicated that it is warranted for a year and she knows people who have them and have had them for 10 to 15 years. There are differences between different units as to how much snow and ice weight they can hold. She spoke to the Parks Superintendent about having to clean it off just as you would clean off a roof. She has to check with the Building Department regarding whether or not it would be required to be fire retardant. The Supervisor advised that the Building Inspector come out and inspect it so that it is installed correctly.

Commissioner Vallad stated that there was a discussion at the end of the Budget workshop about the building of a Fire Station and she knows that the Township Board is going to replace Station #1, probably after the fire millage renewal in 2016. There will be some shared storage room at some point and this will be a perfect temporary solution.

Director Richmond stated that this will not store everything, but they might have to do some creative tarping to keep the snow and ice off other equipment.

Commissioner Omell suggested that Director Richmond go right up to 400 square feet because the drawing only shows 336 square feet.

Director Richmond stated that she wanted to talk to Craig Strong, Building Official, regarding the proposed structure to confirm the 400 square feet. She called the temporary structure company and she asked how difficult it is to put up and take down and they told her it takes 3 to 4 people about 40 minutes to put up. It needs to be wide enough so they have room on the sides to move it around.

Commissioner Vallad asked where the money was coming from.

Director Richmond stated that they can take the money from the Building Custodian/Gate Attendant line.

**Commissioner Vallad moved to proceed with the purchase of a barn shelter as long as it is compliant with all Township ordinances and stipulations and the purchase not exceed \$2,000.00. Supported by Commissioner Christensen. Vote on the motion: Yes: Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.**

## **IX. TREASURER'S REPORT**

### **A. Bills List**

**Commissioner Christensen moved to approve the September bills list totaling \$8,765.42 and \$350.00 for Trust and Agency. Supported by Commissioner Danishevskaya. Vote on the motion: Yes: Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.**

## **X. COMMITTEE REPORTS**

None

## **XI. PUBLIC COMMENT**

None

## **XII. COMMISSIONER COMMENT**

Commissioner Spicer thanked Director Richmond and her staff on doing such a great job.

Commissioner Bower thanked Commissioner Christensen for her viewpoint on the phone issue.

Commissioner Omell stated that it was a very good meeting and thanked Director Richmond for all of her work.

Commissioner Christensen wished Director Richmond and the Parks Department good luck at Heritage Festival.

Commissioner Vallad stated that there were still volunteer opportunities available for Heritage Festival.

Chairperson Danishevskaya thanked Director Richmond for a great job.

## **XIII. ADJOURNMENT**

**Chairperson Danishevskaya moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:55 pm. Supported by Commissioner Christensen. Vote on the motion: Yes: Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.**