

**PITTSFIELD CHARTER TOWNSHIP
PARK COMMISSION MINUTES
SPECIAL MEETING
August 19, 2021**

Members Present: Tupacz, Fortunato, Ebron, Reilly, Hunt

Members Absent: None

Others Present: Director Kurt Weiland, Director Patricia Denig, Engineer Mark Pascoe, Elizabeth Renaud, and Denise Lund, Recording Secretary

1.0 Call Meeting to Order

Chairperson Tupacz called the meeting to order at 7:02 pm.

2.0 Roll Call

2.1 Members Present:

Theresa Tupacz (meeting remotely at Pittsfield Township),
Anne Fortunato (meeting remotely at Pittsfield Township),
Stacy Ebron, (meeting remotely at Pittsfield Township),
Trish Reilly (meeting remotely at Pittsfield Township),
Stephanie Hunt (meeting remotely at Pittsfield Township)

2.2 Approval of Agenda

Motion by Chairperson Tupacz, supported by Commissioner Ebron, to approve the agenda.

MOTION CARRIED

3.0 Public Comment I

None

4.0 Park Organizational Structure

Collaborative Brainstorming Proposals:

- 1) Modify current structure with Park & Recreation Director reporting to Supervisor, Park Commission interfaces directly with Parks & Recreation Director and (new) add as non-voting members to the monthly Park Commission meeting a trustee and a Planning Commission representative.
 - a. Funding: No change to current process

- 2) New structure with Park Director reporting directly to the Park Commission. Recreation Department would remain with the Supervisor's office.
 - a. Funding: Park maintenance would be transferred with the Park Director to the Park Commission and a budget transfer would be made from the general fund to the Park Millage Fund.

- 3) New structure with a Parks & Recreation Director reporting to the Municipal Services Director. Parks & Recreation Director report to the Park Commission for all park-related services, amenities, and projects/initiatives. Building Director will provide support for park facilities (maintenance and construction). Park Commission interfaces directly with Parks & Recreation Director.
 - a. Funding: No change to current process
- 4) No restructuring Option 1. Hire a Park & Recreation Director. Park Commission Chair and/or Vice Chair meets with Supervisor monthly with Park & Recreation Director in attendance, as well. More communication between Park Commission and Supervisor. Park & Recreation Director is still overseen by Supervisor.
- 5) No restructure Option 2. Hire a Park & Recreation Director. Park Commission acts as an advisor to the BOT. Advisor role is interface with BOT only (not Park & Rec Director). Park & Recreation Director still overseen by Supervisor, separate from Park Commission.
- 6) Reorganize departments in a manner that absorbs Parks & Recreation into Municipal Services and have the Director of the joint department report to the Park Commission. In fact, it is quite common to have parks and recreation housed within municipal services. This will:
 - a. Keep parks and recreation intact
 - b. Save administrative costs (about \$120,000/year as a rough guesstimate)
 - c. Not require any additional time/responsibility by/from the Park Commission while also providing them a singular point of contact (the Director) for park projects/initiatives
 - d. While the Director will report to the Supervisor for municipal services functioning, the individual will report to Park Commission for all park-related services, amenities, projects/initiatives thereby circumventing existing communication challenges while taking advantage of inter-departmental synergies to enhance administrative and other support for park facilities and services
 - e. Continue assistance by the Building Director for park facilities (maintenance and construction) will provide continuity for ongoing park projects while further enhancing our cross-trained, team-based approach and also providing further full-time administrative support in the future to the Park Commission
 - f. Recommend a lump-sum transfer from GF to Park millage budget, beginning FY2022, to ensure there is clear transparency of the park cost center so that when the park millage is up for renewal there are no questions or ambiguities for the public on where and how much monies is expended/needed for park operations
- 7) Interim Park & Rec Director as single point of contact until Park Structure is determined.

5.0 Adjournment

Motion by Commissioner Ebron, supported by Commissioner Fortunato to adjourn the meeting.

MOTION CARRIED

Meeting adjourned at 8:26 pm.

Respectfully Submitted,

Denise Lund, Parks and Recreation, Recording Secretary

Theresa Tupacz, Chair, Park Commission