



**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, January 10, 2023**

**I. CALL TO ORDER**

The January 10, 2023, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:30 p.m. by Chairperson Bower. at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Commissioners Present:**

Diane Baker  
Roger Bower  
Anne Loncar  
Rich Parke  
Angela Spicer

**Staff Present:**

Sarah Richmond

**Commissioners Absent:**

Dennis Omell with notification  
Jean Vallad with notification

**IV. AGENDA REVISIONS AND APPROVAL**

Commissioner Loncar moved to accept the agenda as presented. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Loncar, Parke, Spicer; No: None; Absent: Omell, Vallad. The motion carried by a 5-0 vote.

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes – December 13, 2022, with Additional Disbursements of \$4,950.53 for the Parks & Recreation Fund and \$750.00 for Trust and Agency
- B. Receipt of Activities Report for December
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for December
- E. Receipt of Natural Resource Manager December Monthly Report
- F. Receipt of Young at Heart January & February Newsletter
- Receipt of Communications

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**Step This Way.Live.Learn.Play**

**Commissioner Parke moved to accept the consent agenda as presented. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Parke, Spicer; No: None; Absent: Omell, Vallad. The motion carried by a 5-0 vote.**

## **VII. DIRECTOR'S UPDATE**

Director Richmond commented that she had to replace the hot water heater at the ranger house, and she provided details.

## **VIII. OLD BUSINESS**

None

## **IX. NEW BUSINESS**

### **A. Discussion of Master Plan Process**

Julie Upfal and Stephanie Osborn of Giffels Webster provided a summary of the memo which updated the Commissioners on the Parks and Recreation Master Plan process which included information from both the public survey and the open house/public input session that was on November 29<sup>th</sup> held. Commissioners discussed the objectives and goals in the current Master Plan and discussed amendments and updates to those objectives and goals moving forward to the Master Plan Update.

### **B. Discussion of New Job Description**

Director Richmond reviewed her memo and the new job description for the Recreation Supervisor position. This new job description includes updates of job duties for the previous Recreation Coordinator for Sports and Seniors. Director Richmond summarized all of the Recreation Supervisor's job duties that are highlighted in the job description.

**Commissioner Loncar moved to approve the revised job description, Recreation Supervisor, provided in the memo by Director Richmond dated January 6, 2023. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Parke, Spicer; No: None; Absent: Omell, Vallad. The motion carried by a 5-0 vote.**

### **C. Discussion of 2023 Wages & Salaries**

Director Richmond summarized the information on wages and salaries for 2023 provided in the Commissioners' packets.

**Commissioner Loncar moved to accept the 2023 Wages and Salaries recommended by Director Richmond in her memo dated January 3, 2023. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Loncar, Parke, Spicer; No: None; Absent: Omell, Vallad. The motion carried by a 5-0 vote.**

### **D. Discussion of New Policy for Office Closing at the End of Year**

Director Richmond stated that every year when the Park Commission approves the office to be closed between Christmas and New Years, it is with the understanding that staff will either be going unpaid or utilizing their paid time off. Director Richmond stated that she feels this should be part of a written policy.

Commissioner Parke stated that leaving the decision up to the last part of year makes it difficult for staff to plan their time off.

Director Richmond stated that typically the office depending on how the holidays fall the office is only closed an additional three or four days during that time period.

Commissioner Loncar asked what would happen if there was an issue with one of the Parks and Recreation facilities during that time.

Director Richmond stated that if these was an issue that she would handle it in an appropriate manner, whether that meant contacting a contractor or if necessary contacting the Park Maintenance Superintendent.

**Commissioner Parke moved to accept the Year End Office Closure Policy as outlined in Director Richmond's January 3, 2023 memorandum. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Parke, Spicer; No: None; Absent: Omell, Vallad. The motion carried by a 5-0 vote.**

#### E. Discussion of Patriotic Employer Award

Commissioners discussed the Patriotic Employer Award that was awarded to Director Richmond and Kyle Wade, Park Maintenance Superintendent. This award was presented by the Employer Support of the Guard and Reserve, which is a Department of Defense office, that was established in 1972 to support the men and women of the military. Director Richmond and Kyle Wade were nominated for this award by Kyle Kraly. Commissioners discussed the appropriateness of making the Township Board aware of the award received.

### X. TREASURER'S REPORT

#### A. Bills List

**Commissioner Baker moved to approve the January bills list totaling \$3,832.01. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Loncar, Parke, Spicer; No: None; Absent: Omell, Vallad. The motion carried by a 5-0 vote.**

### XI. PUBLIC COMMENT

None

### XII. COMMISSIONER COMMENT

Commissioner Baker congratulated Director Richmond and Kyle Wade on their award. She commented on the OCP saving money on mowing. She also commented on the ecological survey of River Run.

Commissioner Loncar commented on the Master Plan presentation and how she felt that the consultants did a good job.

### **XIII. ADJOURNMENT**

**Commissioner Parke moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 9:03 pm. Supported by Commissioner Baker.**