



**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, January 9, 2024**

I. CALL TO ORDER

The January 9, 2024, 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
Dennis Omell
Rich Parke
Angela Spicer
Jean Vallad

Staff Present:

Sarah Richmond

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as presented. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – December 12, 2023, with Additional Disbursements of \$1,926.50 for the Parks & Recreation Fund and \$200.00 Trust & Agency Fund
- 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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Commissioner Vallad moved to accept the consent agenda as presented. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

VII. DIRECTOR'S UPDATE

Director Richmond had three updates for the Commission for this evening.

1. Director Richmond updated the Commission regarding the Parks and Recreation registration software that she is reviewing. She explained that while they were originally told that they had to be off their current software by mid-year this year, she was told last week that that was no longer the case which means that are requiring the Department to pay for their full year contract. Director Richmond stated that since this is now the case, she is hoping to have a decision by June, so the new software is in place by the end of the year.
2. Director Richmond reminded the Park Commission that the Parks and Recreation Department is up for millage renewal this year. The Township Board must approve the ballot language that will be put in front of the voters. She has met with Clerk Miller and Supervisor Moreau about the process. She explained the steps for the language approval that is due to Oakland County by May 14, 2024. The Park Commission will be reviewing the ballot language at their March meeting.
3. Director Richmond informed the Commission that the Michigan Department of Natural Resources just opened the applications for the 2024 grants. She explained that in order to be eligible to apply for these grants that their department had to have a Parks and Recreation Master Plan on file with the MDNR, which their department did as their Master Plan was submitted to the MDNR the 1st week of January. Director Richmond stated that it was her intention to apply for grant(s) that would fund improvements to Mill Pond Park. Grant applications are due by April 1, 2024 by 11:59 pm. Director Richmond stated that the Park Commission and the Township Board at their respective March meetings would need to approve the grant application, as is required by MDNR.
4. Director Richmond told the Commission that at the end of November she had applied for a scholarship to send Kyle Wade, Park Maintenance Superintendent, to go to the Great Lakes Training Institute and she found out last week that the Kyle was chosen to receive the scholarship. This scholarship will pay for meals, room and also covers the registration costs. The Parks and Recreation Department will be responsible for mileage to and from the conference which is February 26-29, 2024.

Commissioners discussed the matching funds that would be necessary for the DNR grants. Director Richmond explained the possible credit card fees with the registration software.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

A. Discussion of Computer Bids

Director Richmond stated that she met with Chris Benedict, IT Administrator, to determine the specifications for the new computers needed. She is asking that the Commission approve the purchase of three new computer towers at a cost not to exceed \$4,100.00 which is budgeted for in this year's budget. She would also like to purchase two new monitors for the Recreation

Coordinator at a cost not to exceed \$400.00. Director Richmond explained the need for two monitors and that they have been budgeted for in this year's budget.

Commissioner Vallad moved to have Director Richmond purchase three new computer towers and two monitors at a cost not to exceed \$4,500.00 as outlined in her memo dated January 3, 2024. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

B. Discussion of 2024 Holiday Schedule

Director Richmond explained that normally the holiday schedule for the Township would just be a consent agenda item for the Commission. However, since the Township made some changes to the normal schedule, Director Richmond felt it was necessary to discuss those items. First, Director Richmond pointed out that the Township offices would be closed on Friday, July 5th and staff would be required to take personal time off (PTO) for this date. This is something that the Township has done in the past when July 4th fell on a Thursday.

The second variation from the normal schedule is Tuesday, November 5, 2024, Election Day. The Township offices and Library are going to be closed. It is her understanding it is so that there is enough parking and space for everyone coming to vote and work the election. Unlike they have done in the past the Township is requiring that staff take this date off as a PTO day or go unpaid. Director Richmond stated that she would like Election Day, November 5, 2024, to be a paid day off for staff and she explained. She doesn't feel like it is the correct course of action to have all employees use a PTO day for November 5, 2024. This precedent has been set and if the Township was not requiring that the offices be closed, the staff would be here. If the Commission does make employees use a PTO day, then she will be approving staff that are able to work remotely that day.

Commissioner Omell asked if the office was closed.

Director Richmond explained that the Township is requesting that the entire Township be closed that day and since they are closing the Township office, they are making all staff use either PTO or go unpaid. She explained that since the Township offices have to be closed that day because of the election, then she thinks it should be a paid day off for staff. She explained what had been done in the past.

Chairman Bower asked if there is a reason why the Township made this decision.

Director Richmond answered that she doesn't know, and she reiterated why she would like the Commission to follow the precedent that has been set.

Commissioners discussed Election Day and whether or not it should be required to use a PTO day and Director Richmond discussed her interaction with Supervisor Moreau and Clerk Miller regarding this item. Commissioners suggested that Director Richmond discuss this further with Supervisor Moreau and/or Clerk Miller. The Commission's consensus is that Parks and Recreation staff should have November 5, 2024 off paid without using a PTO day and

Commissioner Vallad stated that this item could be tabled to the March meeting or the April meeting. Commissioners continued their discussion of the November 5, 2024 closure.

Commissioner Vallad moved to approve the Holiday Schedule as presented in Director Richmond's memo dated January 3, 2024 minus the November 5, 2024 date which will be discussed at the next regularly scheduled Park Commission Meeting. Supported by Commissioner Omell.

Commissioner Parke stated that the census of the Commission is that Director Richmond has their complete confidence on this matter, and it can be expected that the vote in March will similarly be reflected with the evening's vote.

Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

C. Discussion of 2024 Wages & Salaries

Director Richmond explained the memo provided to the Commission reflected a five percent increase for staff which is what is in the budget.

Commissioner Omell suggested that the Park Commission pay increase to \$60.00 per meeting.

Chairperson Bower stated that he doesn't do this for the money.

Commissioners commented that the pay has been \$50.00 per meeting for many years. Commissioners discussed the per meeting pay.

Commissioner Omell moved to approve the 2024 Wages and Salaries memo dated January 4, 2024 by Director Richmond with a change to the Park Commission pay to \$60.00 per meeting. Supported by Commissioner Baker.

Commissioner Parke explained the history of his participation and pay with the Commission.

Vote on the motion: Yes: Baker, Omell, Parke, Spicer, Vallad; No: Bower, Loncar; Absent: None. The motion carried by a 5-2 vote.

Director Richmond asked Chairperson Bower and Commissioner Loncar if they were voting no because of all the raises or just the Commissioner pay per meeting. They stated that they were only voting no because of the Commissioner pay, they feel it should remain at \$50 per meeting. They support the increase for the staff.

X. TREASURER'S REPORT

A. Bills List

Commissioner Baker moved to approve the January bills list totaling \$13,451.65 and Trust in Agency \$200.00. Supported by Commissioner Spicer. Vote on the motion: Yes:

Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Baker commented that she is looking forward to 2024 and thanked Director Richmond for her hard work.

Commissioner Parke noted that the payment for pickle ball supplies is a large amount, and he assumes that this is covered. He appreciates working with all of the Commissioners.

Director Richmond explained the financial summary on pickle ball.

Commissioner Omell thanked Director Richmond for her great work, and he commented on the demand for pickle ball in Harrison.

Chairman Bower thanked the Commissioners and Director Richmond and her staff for doing such a great job.

Commissioner Spicer thanked Director Richmond and staff for their great work.

Commissioner Vallad commented on the great work of Director Richmond.

XIII. ADJOURNMENT

Having no further business, Chairman Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:24 pm.