

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, October 11, 2022**

I. CALL TO ORDER

The October 11, 2022, 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:

Roger Bower
Anne Loncar
Dennis Omell
Jean Vallad

Staff Present:

Sarah Richmond

Others Present

Chris Benedict, IT Administrator
Jerry David, Facility Manager

Commissioners Absent:

Diane Baker, with notice
Rich Parke, with notice
Angela Spicer, with notice

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as revised, adding “Discussion of Shultz Park Building Addition” as New Business, Item D. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Loncar, Omell, Vallad; No: None; Absent: Baker, Parke, Spicer. The motion carried by a 4-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – September 13, 2022, with Additional Disbursements of \$5,384.65 for the Parks & Recreation Fund
- B. Receipt of Activities Report for September
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for September
- E. Receipt of Natural Resource Manager September Monthly Report
- F. Receipt of Memo to Township Board re: 2023 Parks and Recreation Fund Budget

Receipt of Communications

Commissioner Vallad moved to accept the consent agenda as presented. Supported by Commissioner Loncar. Vote on the motion: Yes: Bower, Loncar, Omell, Vallad; No: None; Absent: Baker, Parke, Spicer. The motion carried by a 4-0 vote.

VII. DIRECTOR'S UPDATE

Director Richmond stated that the lawsuit involving the removal of the Mill Pond Dam was dismissed with prejudice.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

A. Discussion of Ranger Lease

Director Richmond summarized her memo provided on the subject pointing out that the lease has remained the same as last year except for the required hours that the Ranger must work, she is recommending they be increased to 750 hours from 725 hours. She is making this recommendation after looking at what similar types of homes are renting for in the current market. She informed the ranger about the increase in hours worked and he has no problem with it and understands the need for the increase and has no problem fulfilling those hours.

Commissioner Loncar asked about the rate of pay.

Director Richmond stated that this rate of pay is if the ranger was to buy something and fix something in the house. The hourly rate is also used if there was a situation where the ranger did not fulfil his yearly hours and the Commission allowed him to do a one-time payment for said hours. The current ranger is working out very well in the position. She explained who lived in the house currently. She stated that Michigan DNR has said that the Department cannot rent the house She explained how they handle snow removal at the Eaton Road house.

Commissioner Vallad moved to accept the revisions to the 8625 Eaton Road Lease Agreement per Director Richmond's memo dated October 5, 2022. Supported by Commissioner Loncar. Vote on the motion: Yes: Bower, Loncar, Omell, Vallad; No: None; Absent: Baker, Parke, Spicer. The motion carried by a 4-0 vote.

B. Discussion of Snow Removal Bids

Director Richmond summarized her memo provided on the subject. The lowest bidder was All-In-One Lawn Care, and she is recommending that the Department contracts with them again for this upcoming season. The Township will be discussing this at the October 13, 2022 Board meeting and they are making the same recommendation.

Commissioner Omell moved to accept the October 5, 2022 recommendation from Director Richmond to contract with All N One Lawn Care for snow removal for the 2022/2023 season. Supported by Chairman Bower. Vote on the motion: Yes: Bower, Loncar, Omell, Vallad; No: None; Absent: Baker, Parke, Spicer. The motion carried by a 4-0 vote.

C. Discussion of Keyless Entry Bid

Director Richmond summarized the keyless entry bid that was received and she explained the procedure to receive the bid. She explained the keyless entry that she recommends for Hart Community Center and explained that she is asking for an approved amount of \$8,500 so she would have funds to purchase extra key fobs or key cards for employees. The Township Board will be discussing this item at their meeting on October 13, 2022 and if it is approved, there will still be a 2–3-month order time frame. The company is willing to work with the Township so that they do not have to pay the deposit until January 2023 since it is in the 2023 budget. She described how access would be provided at the Civic Center for the Parks Department.

Commissioner Vallad moved to authorize Director Richmond to enter into an agreement with AOB Security LLC (DBA Security Designs) for the purchase and installation of an Avigilon Electronic Key Card Building Access System for the Hart Community Center at a cost not to exceed \$9,000. Supported by Chairman Bower.

Director Richmond explained how many key fobs they would receive and how they would be distributed. She stated that they are not putting key card access on the Neighbor for Neighbor doors. Director Richmond stated that having the key card access will be great for community groups, and she described how the access would be provided for other uses.

Vote on the motion: Yes: Bower, Loncar, Omell, Vallad; No: None; Absent: Baker, Parke, Spicer. The motion carried by a 4-0 vote.

D. Discussion of Shultz Park Building Addition

Director Richmond reviewed the bid received for the Shultz Park addition from Mark's Homes for \$45,000. However, that contractor doesn't know when or if he would be able to fulfill the contract and she was told to seek out other bids. The only other contractor that would bid on the job is L & R Construction because most other contractors are telling her that it is too small a job. She would like to get this approved so that if it doesn't happen in the fall, it will happen in the spring. The contractor will maintain his price unless something extenuating occurs and the bid price is \$57,475, which includes the addition, replacement doors for the storage area, the restrooms, addressing any plumbing updates and electrical for the addition. There is a note about adding \$950 to correct the ground for the current electrical service from the pole at the road to the building which needs to be done and she explained that situation.

Commissioner Vallad commented that this is not much different from the Marks Homes bid that was received considering the increase in materials and the time that has gone by. The company is known in the Township and is a Davisburg company.

Director Richmond commented on the company's work in the Township.

Commissioner Vallad moved to authorize Director Richmond to contract with L & R Construction of Davisburg, Michigan to expand the restroom building at Shultz Park at a cost not to exceed \$61,000. Supported by Commissioner Loncar.

Commissioner Omell asked how big the addition will be.

Director Richmond replied 13 feet by 16 feet.

Vote on the motion: Yes: Bower, Loncar, Omell, Vallad; No: None; Absent: Baker, Parke, Spicer. The motion carried by a 4-0 vote.

X. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the October bills list totaling \$28,504.24 and Trust and Agency in the amount of \$400.00. Supported by Commissioner Omell.

Chairman Bower asked about the work done by Cloverleaf Electric at Shultz Park.

Director Richmond described the electrical work performed by Cloverleaf Electric.

Vote on the motion: Yes: Bower, Loncar, Omell, Vallad; No: None; Absent: Baker, Parke, Spicer. The motion carried by a 4-0 vote.

B. Budget Amendment

Director Richmond described the budget amendment which does not include the Shultz Park addition cost.

Commissioner Vallad moved to amend the Parks and Recreation budget per Director Richmond's memo dated October 11, 2022 with a new revenue total of \$686,800 and a new expenditure total of \$762,650. Supported by Chairperson Bower.

Commissioner Vallad pointed out that they have \$427,552.63 in Prior Year Fund.

Director Richmond added that the increase did not include money received from the State and ARPA funds.

Vote on the motion: Yes: Bower, Loncar, Omell, Vallad; No: None; Absent: Baker, Parke, Spicer. The motion carried by a 4-0 vote.

XI. PUBLIC COMMENT

Mr. Jerry David commented on the Commission meeting.

Mr. Jason Price stated that he had come to the meeting tonight to discuss the possibility of launching a paraglider from park property.

Director Richmond stated that a request like this would need to be discussed as an agenda item, not under Public Comment per the Park Commission's Rules of Procedures. Director Richmond stated that she would talk to Mr. Price after the meeting about this, as the Township has an ordinance about no paragliders launching or landing in the parks.

XII. COMMISSIONER COMMENT

Commissioner Omell commented on the Natural Resources Manager's report.

Chairperson Bower commented on the repairs to the basketball court and the additions to River Run Park.

Director Richmond commented on the northern River Run Preserve project and its status.

Commissioner Loncar asked about the MNFI report results.

Director Richmond added that they would get a copy when the Natural Resources Manager receives it.

XIII. ADJOURNMENT

Commissioner Loncar moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:14 pm. Supported by Commissioner Vallad.