

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, October 12, 2021**

I. CALL TO ORDER

The October 12, 2021, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:32 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
Rich Parke
Angela Spicer
Jean Vallad

Staff Present:

Kyle Kraly, Park Maintenance Employee
Sarah Richmond, Parks Director

Commissioners Absent:

Diane Baker with notification

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to proceed with the agenda as revised, adding "A. 2022 Budget" under Old Business and putting VII. New Business before VIII. Old Business. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – September 14, 2021 with Additional Disbursements of \$18,477.28 for the Parks & Recreation Fund and \$450.00 for Trust & Agency
- 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 September Budget Printouts

Receipt of Communications

Commissioners discussed ways to increase private rentals of the Hart Center.

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

VII. NEW BUSINESS

A. Introduction of New Full-time Maintenance Employee

Director Richmond introduced Kyle Kraly, Full Time Park Maintenance Employee, to the Commission.

Commissioners welcomed Kyle to the Parks staff.

B. Discussion of Ranger House Repair

Director Richmond reviewed issues that are currently going on with the Ranger House. They have had water getting into the basement through the basement door and she provided pictures. When they had a contractor come out, they realized that the drain is not connected to a pipe. She reviewed the options for repair and reviewed the estimation for repair. She is suggesting putting an awning roof out and she explained how that would operate. She added that the issue is occurring with high intensity rain.

Commissioner Vallad asked if they had done any repairs in the basement.

Director Richmond stated that they haven't done any work in the basement.

Commissioner Parke commented that with the freeze and thaw over the years, this disconnect probably just occurred.

Commissioner Vallad asked if they should put sides on the awning.

Director Richmond replied that it is not needed.

Commissioner Parke suggested trenching outside of the concrete lip and adding gravel which would provide drainage.

Commissioner Loncar suggested a French Drain and provided details.

Mr. Kraly commented on how the are operates now and what repairs they are recommending.

Commissioner Parke agreed with the suggested repairs and stated the awning is the least expensive option.

Director Richmond commented on the staff's ability to complete the repairs.

Commissioner Omell added that he has tile available.

Director Richmond stated that she wanted to inform the Commission how the issues were going to be resolved.

C. Discussion of Informal Salary Study

Director Richmond commented that they have a chance to modify the budget if needed now before it goes to the Township Board. She reviewed the informal salary study that was included in the Commissioners' packets.

Director Richmond continued with her summary of the salary study, and she provided examples of specific employees and their length of employment. She added that she would like to retain the employees that she has. She summarized some specific employees and how they compare to other Parks and Recreation Departments positions.

Commissioners and Director Richmond discussed the salary differences and possible changes that would result in sustainability.

Commissioner Parke suggested looking at the total dollar amount related to the total 7% so positions that are too low are brought closer in line.

Commissioners discussed possible salary increases and how to effectively and fairly dispense those salary increases. They agreed with coming up with an average targeted salary based on the salary study and when looking at setting salaries in January, take those salaries into account.

Commissioners agreed with the 7% total increase for the 2022 year.

VIII. OLD BUSINESS

A. 2022 Budget

Commissioner Vallad moved that the Park Commission adopt the 2022 Budget with a revenue total of \$639,400.00 and an expenditure total of \$708,200.00. Supported by Commissioner Loncar. Vote on the motion: Yes: Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the October bills list totaling \$12,882.85. Supported by Commissioner Spicer.

Commissioner Parke asked about the unexpected repairs on the truck.

Director Richmond stated that they did not get the invoice yet.

Vote on the motion: Yes: Bower, Loncar, Omell, Parke, 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 Omell thanked Mr. Kraly for coming to the meeting.

Commissioner Loncar welcomed Mr. Kraly.

Director Richmond commented on the success of Fall Family Fun Day.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:28 pm. Supported by Commissioner Loncar.