



**Springfield Township  
Park & Recreation Commission Regular Meeting  
Wednesday, November 9, 2022**

**I. CALL TO ORDER**

The November 9, 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: Staff Present:**

Diane Baker  
Roger Bower  
Anne Loncar  
Dennis Omell  
Jean Vallad

Sarah Richmond

**Others Present:**

Ruth Andrews, Neighbor for Neighbor  
Cheryl Shafer, Neighbor for Neighbor  
Joan Wolfe, Neighbor for Neighbor

**Commissioners Absent:**

Rich Parke with notification  
Angela Spicer with notification

**IV. AGENDA REVISIONS AND APPROVAL**

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

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes – October 11, 2022, with Additional Disbursements of \$9,816.38 for the Parks & Recreation Fund and \$1050.00 for Trust and Agency
- B. Receipt of Activities Report for October
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for October

- E. Receipt of Natural Resource Manager October Monthly Report
- F. Receipt of Memo re: Gate Schedule for 2022 Holiday Season
- G. Receipt of Memo re: Employee Holiday Luncheon
- H. Receipt of November & December 2022 Young at Heart Newsletter

Receipt of Communications

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

**VII. DIRECTOR'S UPDATE**

None

**VIII. OLD BUSINESS**

None

**IX. NEW BUSINESS**

**A. Discussion of Neighbor for Neighbor Lease**

Director Richmond reviewed the packet materials provided to the Commissioners, which included the lease and the yearly cost analysis. There is no change in lease language. She suggested that they increase the utilities by \$25.00 to the new amount of \$275.00 per month and leave the rental fee at \$213.00.

Commissioner Vallad asked the Neighbor for Neighbor representatives about grants that were available to cover rent.

Ms. Shafer responded that the only grants that are available to them are specific grants to cover pantry purchases of food and for financial assistance.

Commissioner Omell stated that if Neighbor for Neighbor was not in the building, wouldn't they still have charges.

Director Richmond responded no, not for the level they currently are.

Ms. Wolfe stated that they understand that there was going to be an increase; all costs are going up and they expected it.

Director Richmond reiterated that rent is staying the same.

Ms. Shafer stated that they appreciate everything the Township has done for their organization.

Neighbor for Neighbor representatives provided a summary of recent activities and participation.

**Commissioner Vallad moved to continue with the rental fee for Neighbor for Neighbor at \$213.00 per month and increase the utilities and maintenance fee by \$25.00 for a total monthly cost of \$275.00. This is explained in Director Richmond's memo dated November**

**2, 2022. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.**

Neighbor for Neighbor representatives encouraged Commissioners to stop by and see the updated pantry area.

**B. Discussion of Reimbursement for Senior Cook Duties**

Director Richmond stated that she is requesting additional pay for the staff member who has taken on significant extra duties by being Senior Cook and she provided details of the duties involved. The Senior Lunch program has been able to continue and in fact it has grown with this Senior Cook's involvement. She is asking for a reimbursement of \$3,150.00 which is covered by the budget amendment on the agenda this evening. She explained that the employee gets paid her hourly rate, but this position requires an extensive number of additional duties and she explained. The lunches provided for Seniors are vital and provide fellowship in addition to the meal provided.

Chairman Bower commented that this is one of the few programs for seniors in our Township.

Director Richmond explained the significance of the senior lunch program.

Commissioner Loncar asked if they are thinking about getting a cook.

Director Richmond answered that they have been trying to get a cook.

Commissioner Loncar suggested that they update the salary and job description to cover this if this is going to become a regular job duty.

Commissioners agreed to adding this to the salary discussion in January.

Commissioner Baker asked about revising the job description.

Director Richmond stated that if they tie it into her salary, the commitment would be through the year. This amount needs to be run through payroll and cannot go through Accounts Payable; this was confirmed by the Treasurer.

Chairman Bower commented that it is not just the food, it is also the socialization.

Director Richmond confirmed that they also do activities that stimulate the mind for the seniors.

**Commissioner Vallad moved to authorize Director Richmond to reimburse the Recreation Coordinator for Sports and Seniors the amount of \$3,150.00 for services done to date and through the end of the year. Supported by Chairman Bower.**

Commissioner Vallad stated that they should seriously look at this salary in January. She asked if the employee wants to continue to cook and if the Department is going to continue to look for a cook.

Director Richmond stated that she will speak to the employee about the job duties and her willingness to continue.

Commissioner Baker commented that she appreciates the willingness to consider changes to job descriptions by both the employees and the Commissioners.

Chairman Bower commented that they are fortunate with all the employees they have.

**Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.**

## **X. TREASURER'S REPORT**

### **A. Bills List**

**Commissioner Baker moved to approve the November bills list totaling \$7,860.40 and Trust and Agency in the amount of \$150.00. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.**

### **B. Budget Amendment**

Director Richmond described the budget amendment which is to pay the Senior Cook.

**Commissioner Vallad moved to adopt the Parks and Recreation budget amendment as presented by Director Richmond and in her memo dated November 7, 2022, with an expenditure total of \$762,650.00 which is no change. Supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.**

## **XI. PUBLIC COMMENT**

None

## **XII. COMMISSIONER COMMENT**

Commissioner Baker commented on the good job with the programming since they have experienced a net gain and the T-ball and Softball program. She was happy they were so many participants in the recent Natural Resources tour. She thanked the staff for their hard work.

Commissioner Omell commented on the natural beauty of the parks and his upcoming trip to Australia.

Chairperson Bower commented on the improvements to the parks including mile marker signs and picnic tables.

Director Richmond commented that the next part of the mile marker project is to have the GPS coordinates of the signs so that they can be used by the Fire Department if there was ever a problem on the trails. Eventually, there will be QR codes on the mile marker signs.

Commissioner Loncar commented on the recent improvements to the River Run Preserve.

Director Richmond commented on a sign replacement.

Commissioner Vallad commented on the positive effect of reimbursing the senior cook.

### **XIII. ADJOURNMENT**

**Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:07 pm. Supported by Commissioner Loncar.**