



**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, February 14, 2023**

I. CALL TO ORDER

The February 14, 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
Dennis Omell
Angela Spicer

Staff Present:

Sarah Richmond

Commissioners Absent:

Rich Parke with notification
Jean Vallad with notification

IV. AGENDA REVISIONS AND APPROVAL

Director Richmond requested to add "January Budget Printouts" as item H under the Consent Agenda.

Commissioner Loncar moved to accept the agenda as amended, adding January Budget Printouts to the Consent Agenda as item H. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer; No: None; Absent: Parke, Vallad. The motion carried by a 5-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – January 10, 2023, with Additional Disbursements of \$13,537.85 for the Parks & Recreation Fund and \$450.00 for Trust and Agency
 - B. Receipt of Activities Report for January
 - C. Receipt of Financial Summaries
 - D. Receipt of Progress Report for January
 - E. Receipt of Natural Resource Manager January Monthly Report
- Springfield Township Parks & Recreation, 12000 Davisburg RD, Davisburg, MI 48350
248-846-6558 *Fax:248-846-6557*parkandrec@springfield-twp.us *www.springfield-twp.us

Step This Way.Live.Learn.Play

- F. Receipt of December Budget Printouts
 - G. Approval of 2023 Programs and Events Schedule
 - H. January Budget Printouts
- Receipt of Communications

Commissioner Loncar moved to accept the consent agenda as revised. Supported by Commissioner Omell.

Commissioner Omell commented on the Natural Resources report which discussed the oak wilt in the Shiawassee Basin Preserve.

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

VII. DIRECTOR'S UPDATE

None

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

A. Discussion of Cell Phone Reimbursement

Director Richmond summarized her memo requesting the increase in cell phone reimbursement from \$30 to \$40 for five full time staff members.

Commissioner Baker asked about contacting the representative to see if the amount can be reduced.

Director Richmond stated that each individual employee is on their own personal plan but all cell phone plans have increased since the Commission approved in 2012 reimbursing full time staff for carrying and using their personal cell phones for work.

Commissioner Loncar commented on the inefficiency of having to carry two phones, one for work and one for personal.

Director Richmond commented on the cell phone program for the Department.

Commissioner Loncar explained her work phone reimbursement program that she used to have through her employer.

Commissioner Baker commented on the cell phone cost.

Director Richmond stated that even with increasing the cell phone reimbursement to \$40 the Department is still saving money. On average the Township pays \$50 per phone for a phone that is issued to an employee to carry. In addition, Director Richmond wanted to remind the Commission that they have no equipment costs either as the employee covers the cost of their own phone.

Commissioner Omell moved to increase the cell phone reimbursement from \$30.00 to \$40.00 per month per employee as per Director Richmond's memo dated January 6, 2023. Supported by Chairman Bower. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer; No: None; Absent: Parke, Vallad. The motion carried by a 5-0 vote.

B. Discussion of Hiring Baseball Staff

Director Richmond summarized her memo requesting the hiring of Todd VanGilder as Baseball Coordinator. She provided details of the job duties of this position. Mr. VanGilder has over 15 years of coaching experience and training umpires. Mr. VanGilder indicated he would perform the job functions without taking any pay. Director Richmond stated that prior to the meeting she had spoken with Commissioner Vallad, who was not able to attend the meeting, and Commissioner Vallad had told Director Richmond that she had no issue hiring Mr. VanGilder but feels that the Department should give him something for his time and gas.

Commissioner Loncar asked what they would normally pay for this position.

Director Richmond answered last year it was \$14/hour and it would be \$15/hour this year.

Chairman Bower asked if they are hiring him.

Director Richmond stated that she wants to make sure that the Commission is good with this. She provided her history knowing Mr. VanGilder. If they hired Mr. VanGilder, he would be required to do all preemployment and employment training as any other employee would do. Mr. VanGilder would have to follow all policies and procedures and if he truly wants to do this without received a payment, they would have to have him sign a document attesting this.

Commissioner Loncar agreed with offering Mr. VanGilder money for the position.

Director Richmond commented that she would like to hire Mr. VanGilder whether he is paid or not.

Commissioner Baker asked what this has to do with the hiring policy. Do they have to have to have an addendum that they can hire family and friends as volunteers?

Director Richmond stated that they would hire him and he would waive his fees. She explained that there would be a letter that he would have to sign but he would still be considered an employee. He is willing to do the job without receiving payment.

Commissioners and Director Richmond discussed the hiring of Mr. VanGilder.

Commissioner Baker asked if they can revise the employee handbook to mimic the Township's Employee Handbook regarding nepotism.

Director Richmond agreed; this is one of the changes that she is looking at for the handbook.

Commissioner Loncar moved to hire Todd VanGilder as Baseball Coordinator as per Director Richmond's memo dated February 7, 2023. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer; No: None; Absent: Parke, Vallad. The motion carried by a 5-0 vote.

C. Approval of Oakland County Senior Center Matching Grant Agreement

Director Richmond explained that the Department was awarded grant funds in the amount of \$50,000 through the Oakland County Senior Center Matching Grant. Before they proceed with sending out requests for bids, the Commission needs to approve the Interlocal Agreement and authorize her to sign the agreement. She explained all steps needed to receive the grant funds.

Commissioners discussed the grant agreement and funds.

Director Richmond commented on the intended use of the grant funds.

Chairman Bower moved to approve the Interlocal Agreement between Oakland County and Springfield Township Parks and Recreation Department for the Oakland County Senior Center Matching Grant and direct Director Richmond to sign the agreement and submit it to Oakland County. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer; No: None; Absent: Parke, Vallad. The motion carried by a 5-0 vote.

Director Richmond commented on the poor condition of the floor at the Hart Center.

X. TREASURER'S REPORT

A. Bills List

Commissioner Baker moved to approve the February bills list totaling \$4,109.54 and Trust in Agency totaling \$200.00. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Spicer; No: None; Absent: Parke, Vallad. The motion carried by a 5-0 vote.

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Baker congratulated Director Richmond on the grant funds.

Commissioner Omell commented on his vacation.

Commissioners and Director Richmond commented on attendance for upcoming meetings.

Chairman Bower thanked Director Richmond for her hard work.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:17 pm. Supported by Commissioner Spicer.