



**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, April 11, 2023**

I. CALL TO ORDER

The April 11, 2023, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:31 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
Jean Vallad

Staff Present:

Sarah Richmond

Commissioners Absent:

Angela Spicer with notification

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as revised, adding **New Business, item D. "Discussion of Oakland County Parks and Recreation 2023 Grant Program"** and **New Business, item E. "Discussion of Hiring Full Time Parks Maintenance"**. Supported by Commissioner Omell. **Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.**

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – February 14, 2023, with February Additional Disbursements of \$4,938.86 for the Parks & Recreation Fund and \$200 for Trust and Agency
- B. Approval of March Bills List of \$17,574.86 for the Parks and Recreation Fund and \$400 for Trust & Agency
- C. Approval of March Additional Disbursement of \$4,637.08 for Parks & Recreation Fund and \$200 for Trust & Agency

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- D. Receipt of Activities Report for February
- E. Receipt of Activities Report for March
- F. Receipt of Financial Summaries
- G. Receipt of Progress Report for February
- H. Receipt of Progress Report for March
- I. Receipt of Natural Resource Manager February Monthly Report
- J. Receipt of Natural Resource Manager March Monthly Report
- K. Receipt of February Budget Reports
- L. Approval of Memo re: Returning Contractors
- M. Receipt of March & April Young at Heart Newsletter
- N. Receipt of March Budget Reports
- Receipt of Communications

Commissioner Loncar pointed out a line that did not read correcting in the February 14, 2023 minutes. Director Richmond stated that she would correct.

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

VII. DIRECTOR'S UPDATE

Director Richmond provided an update on Parks and Recreation Department. She stated that the Shultz Park Building addition has begun and provided details. They held the pre-bid meeting for the Hart Community Center renovation project, and she provided details about the project that is being funded in part by the Oakland County Senior Center Matching grant.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

- A. Discussion of Joint Meeting with Planning Commission for Master Plan

Director Richmond stated that the Planning Commission would like to have a joint meeting to be held on May 23, 2023 from 6 pm to 7 pm, prior to the Planning Commission's regularly scheduled monthly meeting. She is asking for agreement and for as many Commissioners as possible to attend the meeting. She provided clarification on the memo provided.

Commissioner Vallad moved that the Parks Commission hold a joint meeting with the Planning Commission on Tuesday, May 23, 2023 at 6:00 pm. Supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

- B. Discussion of Purchase of New Fridge and Freezer for Hart Community Center

Director Richmond explained the need for a new refrigerator and freezer for the Hart Community Center and she recommended that they go with the low bidder, Bell and Sons. She reviewed her memo provided.

Commissioner Baker moved to purchase the refrigerator and freezer from Bell and Sons quote dated March 16, 2023 per Director Richmond's memo dated April 6, 2023 at a cost

not to exceed \$12,000. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

C. Discussion of Holly High School NHS Color Run Fundraiser

Director Richmond summarized her memo regarding the Color Run Fundraiser.

Commissioner Vallad moved to allow Holly High School National Honor Society's Color Run Fundraiser to take place at Shiawassee Basin Preserve on Friday, May 19, 2023 from 5:00 pm to 8:00 pm or on Sunday, May 21, 2023 depending on weather and not to charge Holly Schools for use of the park. Supported by Commissioner Omell.

Commissioner Parke asked if there were baseball games scheduled.

Director Richmond replied no, and she explained that picture day is the next day, Saturday, May 20th and assured the Commissioners that the event will not interfere with that scheduled event.

Commissioner Baker asked about the Color Run course.

Director Richmond provided additional details about the event.

Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

D. Discussion of Oakland County Parks and Recreation 2023 Grant Program

Director Richmond explained the Oakland County Parks and Recreation 2023 Grant Program and the proposed Department's participation in the grant program for this year.

Commissioner Vallad asked what the match is for the Senior Grant, and she referenced the budget printouts provided.

Director Richmond replied \$50,000. She explained the use of funds for grant matching and for additional park projects. As in years past, the additional funds will be designated in June. She suggested that Ken Palka might come and talk to the Commission at their June meeting.

Commissioners and Director Richmond discussed the grant funds and matching funds.

Director Richmond stated that she had applied for this grant last year and they were not recipients of it so she did ask the grant coordinator in which areas were the scores could have been improved on so that she would try and address those areas in this application.

Commissioner Parke stated that lumber prices have come down considerably and he is sure that lumber prices are a large part of this grant project.

Commissioner Parke moved to authorize Director Richmond to move forward in applying for the grant as outlined in her April 11, 2023 memorandum to the Park Commission. Supported by Commissioner Vallad.

Commissioner Baker read the definition of universal design.

Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

E. Discussion of Hiring Full Time Parks Maintenance

Director Richmond informed the Commission that Kyle Kraly is leaving the Department. She has already found his replacement and suggested that they hire Mike McCarty as the Full Time Maintenance staff member. She provided a summary of Mr. McCarty's work in the Department.

Commissioner Omell moved to authorize Director Richmond to hire Michael McCarty at a salary of \$40,898 as a full time Parks Maintenance employee. The orientation period is waived for Holiday Leave, PTO and sick leave so he would have those benefits immediately. The 401K and medical benefits would be available to him the first day of the month following 60 days of employment. Mr. McCarty will begin full time employment on April 17, 2023. Supported by Commissioner Vallad.

Director Richmond summarized the search for Seasonal Maintenance staff for the Department.

Commissioner Parke asked about 401K benefits.

Director Richmond replied that he cannot start with 401K benefits or health insurance until the Township time requirement has been met.

Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

X. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the April bills list totaling \$14,813.00 and Trust in Agency totaling \$200. Supported by Commissioner Baker.

Commissioner Baker asked about the "return to Parks" note.

Director Richmond explained the check delivery instructions.

Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Director Richmond commented on the successful Easter Egg Hunt.

Commissioner Baker thanked Director Richmond for her and her staffs' hard work. She commented on the brochure.

Commissioner Parke concurred with Commissioner Baker. He added that it was disappointing that Mr. Kraly was moving on.

Commissioner Omell commented on the discussion of the color run.

Chairman Bower suggested that everyone visit the back side of River Run.

Director Richmond commented on the park maintenance.

Commissioner Loncar suggested having hiring signs at the color run.

Commissioner Vallad stated that she will be gone February and March 2024.

Director Richmond suggested that all members inform her if there are meetings that they cannot attend. She provided an update regarding the building of the substation, and she offered to tour the space after the meeting.

Commissioner Vallad updated the Commissioners on the Oakland County Sheriff's House Check program. She asked about the Prescribed Burns.

Director Richmond updated the Commissioners on the recent Prescribed Burns.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:25 pm. Supported by Commissioner Baker.