



**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, May 9, 2023**

I. CALL TO ORDER

The May 9, 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:

Roger Bower
Anne Loncar
Dennis Omell
Angela Spicer
Jean Vallad

Staff Present:

Sarah Richmond

Commissioners Absent:

Diane Baker with notification
Rich Parke 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: Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – April 11, 2023, with Additional Disbursements of \$6,439.88 for the Parks & Recreation Fund and \$275.00 for Trust and Agency
- B. Receipt of Activities Report for April
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for April
- E. Receipt of Natural Resource Manager April Monthly Report
- F. Receipt of April Budget Reports
- G. Receipt of May & June Young at Heart Newsletter
Receipt of Communications

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

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

VII. DIRECTOR'S UPDATE

Director Richmond provided an update of Park and Recreation Department activities. Director Richmond let the Commission know that Garrett VanGilder, who has worked for the Department for several years as both an umpire and an Site Supervisor was willing to come in and help with baseball field prep for two days a week for a few weeks to help us out, which is greatly appreciated. In addition, Director Richmond let the Commission that instead of waiting until 2024 to remove the volleyball court at Mill Pond Park she had to made the decision to remove it this year. Director Richmond also informed the Commission that the announcement just came out that the second round of applications for the Michigan DNR SPARK grants is open and she will be putting in an application.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

A. Introduction to New Parks Maintenance Employee

Director Richmond introduced the Commission to Mike McCarty who is the new full time Parks Maintenance employee.

B. Discussion of First Draft of Parks & Recreation Master Plan

Stephanie Osborn from Giffels Webster, introduced herself and provided an update regarding the first draft of the Parks & Recreation Master Plan. Ms. Osborn provided the Commission with a checklist of items that are mandated to be included in the Master Plan and went over the approval process for the plan.

Commissioner Vallad suggested waiting until after the joint meeting with the Planning Commission before holding the public comment period on the master plan.

Director Richmond agreed. She outlined a couple of minor items that need to be corrected and recommended adding language regarding the Rotary Park, which is expected to be transferred to Springfield Township once the dam removal project is complete. She stated that she has been asked if they are changing "Mill Pond Park" name since the pond is being removed, but this has not been decided at this time. They will also have maps of the parks that she will be submitting to Giffels Webster to use in the plan.

Commissioner Omell commented on the thoroughness and detail of the plan. He asked about the Heritage Festival.

Director Richmond commented on the discontinuation of the Heritage Festival.

Commissioner Vallad commented on the financial burden of past Heritage Festivals.

The Commission and Ms. Osborn reviewed the handout on what is mandated by MDNR to be in a Parks and Recreation plan.

Director Richmond asked if there will be a second draft before it goes to the public input review session.

Ms. Osborn answered yes. She outlined the timeline for the Master Plan. She proposes that they have a discussion tonight about the draft and the Commissioners send edits to Director Richmond. She thought they would do all edits and have the corrected copy available for presentation at the June meeting. At that meeting, the Commissioner's can review the second draft and provide any edits and comments to her. The next draft would then be available for the public review period. The Park Commission would then approve the plan once the public review period is completed.

Director Richmond explained that it would then go to the Township Board.

Commissioner Vallad encouraged the public meeting to be in August.

Director Richmond summarized the proposed timeline.

Commissioners and Ms. Osborn discussed the proposed timeline to approve the Master Plan.

Commissioner Loncar commented on the thorough plan that was presented to them. It seemed to have taken into account all previous comments and edits.

Ms. Osborn summarized all items that would be in the plan for review.

Director Richmond asked about grants that are open. She asked if past grants were listed.

Ms. Osborn pointed out this information in the draft.

Director Richmond asked the Commissioners to send her any edits by May 31, 2023.

Commissioners agreed.

Director Richmond noted that both Stephanie and Julia will be at the joint meeting with the Planning Commission meeting on May 23, 2023 at 6:00 pm.

C. Discussion of Staffing Needs for the Department

Director Richmond summarized her memo regarding staffing needs. She is suggesting hiring a third full time maintenance person and she explained the needs of the Department that necessitate this new hire. They are currently down three staff members including gate keeper.

Commissioners discussed the staffing needs of the Department.

Director Richmond stated that this month has been extremely busy and it is very hard to get everything done that they would like when they are short staff.

Commissioner Vallad moved to authorize Director Richmond to hire a third full time maintenance person as referenced in her memo dated May 5, 2023. Supported by Commissioner Spicer.

Commissioner Loncar asked what the start date is.

Director Richmond replied June 19, 2023.

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

D. Discussion of Hart Community Center Renovation Bids

Director Richmond summarized the information provided to the Commissioners regarding the Hart Community Center Renovation bids received. Director Richmond, along with the Township's engineering consultant AEW who reviewed the bids, are recommending that the bid be awarded to L&R Construction for an amount not to exceed \$100,000.

Commissioner Vallad moved to award the bid to L&R Construction for the Hart Community Center Renovation at a cost not to exceed \$100,000.00 as referenced in Director Richmond's memo dated May 4, 2023. Supported by Commissioner Loncar.

Director Richmond reminded the Commissioner that ½ of the cost would be paid by the grant funds received from Oakland County.

Commissioner Loncar asked about the time periods chosen.

Director Richmond replied October through November 27, 2023 or beginning in December to be completed by February 2024. She knows that this bidder prefers the October date. They have already started figuring out how they will carry out their programs and she explained the accommodations that are being made.

Commissioner Loncar asked about the senior lunch on Thursdays.

Director Richmond replied the lunches would be suspended for six weeks.

Commissioner Spicer asked if this would cause any problems for Neighbor for Neighbor.

Director Richmond replied no and she explained why there is no conflict. She made Neighbor for Neighbor aware of what was happening. She stated that she will talk to Kathy VanGilder about the lunch program to possibly come up with an alternative.

Commissioner Loncar asked if they could provide information for Meals on Wheels.

Director Richmond replied that they already do.

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

E. Set Joint Meeting with Township Board date and time.

Director Richmond summarized her memo regarding holding the joint meeting with the Township Board at 5:30 pm before their regular June meeting. She was informed by Clerk Miller after the Park Commission packets were completed if they could hold it on July 11th or it could be prior to the July Township Board meeting at 6:30 pm. Clerk Miller put together a memo for the Township Boards Monday additions seeking the joint meeting either June 13, or July 11th before the Park Commission meeting or meeting before the July Township Board meeting at 6:30 pm. She is asking the Commission to select and approve a meeting date for the joint meeting with the Township Board.

Commissioner Loncar moved to hold the joint meeting with the Township Board either on June 13th or July 11th, both at 5:30 pm prior to the normally held Park Commission meeting. Supported by Commissioner Spicer. Vote on the motion: Yes: Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.

X. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the May bills list totaling \$14,214.25 and Trust in Agency totaling \$200.00. Supported by Chairman Bower. Vote on the motion: Yes: Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.

B. Budget Amendment

Commissioner Vallad moved to adopt the budget amendment as referenced in Director Richmond's memo dated May 4, 2023 with the revenue total of \$687,300 and a new expenditure total of \$968,865. Supported by Commissioner Loncar. Vote on the motion: Yes: Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.

XI. PUBLIC COMMENT

Mike McCarty asked about using Station 3 while the Hart Center is shut down for senior lunches.

Commissioners discussed when Station 3 would be occupied 24/7 and the availability of using Station 3 for the senior lunches.

XII. COMMISSIONER COMMENT

Commissioner Omell thanked Mr. McCarty for his attendance. He commented on the great job on the Master Plan.

Chairman Bower thanked Director Richmond for her efforts and commented on the hard work of Kathy VanGilder.

Commissioner Loncar welcomed Mr. McCarty.

Commissioner Spicer welcomed Mr. McCarty.

Commissioner Vallad commented on the need to look at vehicle budgets.

Director Richmond commented on Department vehicles.

Commissioner Vallad asked about the substation construction.

Director Richmond provided updates on the substation and Parks office renovation and on the Hartman Property Project.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:35 pm. Supported by Commissioner Vallad. Vote on the motion: Yes: Bower, Loncar, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 5-0 vote.