



**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, June 13, 2023**

**I. CALL TO ORDER**

The June 13, 2023, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:09 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  
Rich Parke  
Angela Spicer  
Jean Vallad

**Staff Present:**

Sarah Richmond

**Commissioners Absent:**

Dennis Omell 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, Parke, Spicer, Vallad; No: None; Absent: Omell. The motion carried by a 6-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes – May 9, 2023, with Additional Disbursements of \$66,490.62 for the Parks & Recreation Fund and \$150.00 for Trust and Agency
- B. Receipt of Activities Report for May
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for May
- E. Receipt of Natural Resource Manager May Monthly Report
- F. Receipt of May Budget Reports
- G. Receipt of Meeting Minutes for May 23, 2023 Joint Planning Commission & Park Commission meeting  
Receipt of Communications

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

**motion carried by a 6-0 vote.**  
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## **VII. DIRECTOR'S UPDATE**

Director Richmond asked if there were any additional revisions for the Master Plan because she needs them this evening. The second draft of the Master Plan will be discussed at the July Park Commission meeting.

Neighbor for Neighbor had approached Director Richmond because they would like to add some built in shelving in their clothing area, which she described to the Commission. Based on her meeting with the Neighbor for Neighbor and the gentleman building the shelves, she is approving this project to alter their space.

Commissioner Parke asked if Neighbor for Neighbor is aware that once the shelves are constructed, they become the property of Springfield Township.

Director Richmond answered yes this information is in their lease/

Commissioner Baker asked if the shelves were adjustable.

Director Richmond replied that Mr. Shafer, the builder, is looking at this as they are being constructed and she believes that some of them are.

## **VIII. OLD BUSINESS**

None

## **IX. NEW BUSINESS**

### **A. Discussion of Budget Process for 2024**

Director Richmond summarized the budget process for the Department. The first draft of the budget will come to the Commission in August with the second coming in September. Doing the budget drafts on this timeline will allow Director Richmond to receive the necessary reports from the Township that she needs to compile the drafts. Director Richmond stated that she likes to see an activity report with at least the first six months of activity for the year, it is extremely helpful when putting the budget together. This timeline will also allow Treasurer Dubre to get Director Richmond her estimate for the Parks Millage tax collection after the Board of Review in July. After the Board of Review allows the Treasurer a better idea of what the tax collection will be for the following year. Director Richmond stated that she would like to put 5% in the contingency and asked the Park Commission what they were thinking about wages for 2024.

Commissioner Vallad suggested adding columns for 3% and 5%.

Commissioners agreed.

Director Richmond stated that when the Commission is referring to any type of wage increase that they are budgeting for or allocating it would be helpful and more accurate to use the phrase wage increase instead of cost of living increases; they should use the term wage increases because the amount varies each year, and she doesn't want to provide inaccurate expectations for employees if the Commission is not giving a true cost of living increase. She stated that she will provide 3% and 5% amounts.

Commissioner Baker asked if the staff know that they try to do the best that they can with all they have to work with.

Director Richmond answered that she does have conversations with employees regarding increases and she explains the process on how the Commission has to make these decisions. The staff is involved in the budget process, and she is upfront with the employees.

Commissioner Baker stated that she gets the sense that they wish the Commission could do more when considering wage increases.

Director Richmond commented that she does have these discussions with the staff, and they are aware of how the Commission feels about wage increases. She frequently lets the staff know when the Commission has complimented their work. This year was difficult because of the high cost of all items.

Commissioner Parke stated that the benchmarking activity that the Commission did a couple of years ago was worthwhile and he would like to see this continue. The staff is still behind the average when looking at other communities but there are limits in their budget.

Chairperson Bower commented that they are looking at different factors all the time.

Director Richmond stated that she thinks the staff understands that. When the staff sees her working on the budget, the reality is that there are limits due to all the other expenses. They got the Audit Report and she met with Mr. Palka who is happy with where they are at. She commented on the use of the ARPA funds. She prides herself on being as frugal as possible, but yet doing the projects correctly.

Commissioner Parke commented on positive upcoming projects.

Director Richmond stated that they did not have to dip into prior year funds because of ARPA funds. Mr. Palka suggested that he would like to come to a Park Commission meeting and he will be present at the August meeting. She commented on a budget amendment for Shultz Park and other upcoming projects.

Commissioner Vallad asked about the new UTV.

Director Richmond provided details about the upcoming purchase of a new UTV.

Commissioner Vallad asked if they have considered getting a 4-wheeler too.

Director Richmond stated that a 4-wheeler is not useful for all park projects and she explained. She explained the vehicle that she would be interested in purchasing and why.

Commissioner Vallad asked if the purchase would be in July.  
Director Richmond replied no.

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

### **A. Bills List**

**Commissioner Vallad moved to approve the June bills list totaling \$17,467.03 and Trust in Agency totaling \$350.00. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Parke, Spicer, Vallad; No: None; Absent: Omell. The motion carried by a 6-0 vote.**

#### **XI. PUBLIC COMMENT**

None

#### **XII. COMMISSIONER COMMENT**

Commissioner Baker commented that the first draft of the Master Plan looked good.

Commissioner Parke agreed. He complimented Director Richmond on the great way that she runs the Department. He suggested that when the time comes to put together language for the millage renewal, they may want to have two proposals on the ballot. One to continue with the current millage that has the Headlee adjustment and the second millage proposal to bump it back to where it was. He explained why this is a good idea to have them separated.

Commissioners and Director Richmond discussed proposed millage language. They discussed the need for a Millage Committee when the time comes. They also discussed the requirement that taxpayer monies are not spent towards the millage renewal effort and all Commissioners agreed.

Chairman Bower commented on the exciting new projects being completed.

Commissioner Spicer stated that she is excited about the grant that Director Richmond got for the kitchen at Hart Community Center.

Commissioner Vallad asked about doing the renovations to Hart Community Center when the Mill Pond Dam is being worked on, how would that work.

Director Richmond stated that the park is supposed to be open through the construction.

Commissioner Parke stated that possible pickle ball courts at Mill Pond Park should also be considered at the Shiawassee, and this should be in the Master Plan.

Director Richmond stated the issue becomes where would they go. People like the idea of pickle ball courts at Mill Pond Park because of bathroom facilities, etc.

Commissioner Baker commented on the noise generated by the pickle ball courts and how this should be handled.

#### **XIII. ADJOURNMENT**

**Having no further business, Chairman Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:42 pm.**