

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, June 8, 2021
VIA PHONE/VIDEO CONFERENCE**

I. CALL TO ORDER

The June 8, 2021 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 with members of the public and the Commission onsite in the Conference Room and remotely via phone/video conference per Michigan Department of Health and Human Services Order.

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

Others Present:

Chris Benedict, IT Administrator

Commissioners Absent:

Angela Spicer with notification

IV. AGENDA REVISIONS AND APPROVAL

**Commissioner Vallad moved to proceed with the agenda as presented.
Supported by Commissioner Spicer. Roll Call 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 – May 11, 2021 with Additional Disbursements of \$8,565.62 for the Parks & Recreation Fund and \$100.00 for Trust & 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 Printouts

Receipt of Communications

Commissioner Vallad moved to accept the consent agenda as presented. 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.

VII. OLD BUSINESS

A. Discussion of 2021 Wages

Director Richmond summarized her memo provided for this item. In December 2020, the Commission made the decision to maintain 2020 salaries for 2021 with no adjustments. The Commission also made the decision to reevaluate this topic in June 2021. She provided appropriate salaries with a 3% salary increase. With a 3% increase beginning June 1, 2021, they would be looking at an extra \$3,914.28 for the year. This amount includes all fringe benefits and her memo suggested where this amount could be located in the budget.

Commissioner Vallad moved to reward staff as per Director Richmond's memo dated June 4, 2021, with a 3% raise effective June 1, 2021. Supported by Commissioner Baker.

Commissioner Vallad suggested that Director Richmond do an informal survey of other Parks Departments around Springfield Township to determine what the wages are for similar positions in different municipalities. She doesn't want to have to pay for a formal wage survey, and offered to help Director Richmond get the information. She would like this information before January 2022.

Commissioner Loncar stated that they are not always going to compare apples to apples. She doesn't disagree but suggested that they need to be comparable.

Commissioner Vallad stated that she has no idea of how their wages compare, which is why we need to do an informal survey.

Commissioner Parke suggested that the job descriptions are different. He would like to know how the 3% compares to what other Springfield Township employees received.

Director Richmond confirmed that Springfield Township did not give raises in 2021. The Township employees are based on 35 hours and the Parks employees are based on 40 hours per week.

Commissioner Parke commented that Commissioner Vallad wants to see the wage comparison before 2022.

Commissioner Vallad answered yes.

Commissioner Parke stated that if they skip raises each year, then the employees are behind for not only this year but for all years.

Commissioner Vallad stated that they are doing well regarding the budget. She stated that the cost of living has increased.

Director Richmond stated that even if they found a township that compares apples to apples, the job descriptions might be vastly different. She used the example of Kathy VanGilder being Recreation Coordinator but also doing a wide variety of other tasks.

Commissioner Parke commented on the work required during COVID. He stated that he relies heavily on Director Richmond's opinion and if she thinks a raise at this time is appropriate, he agrees.

Chairperson Bower commented on the flexibility of the Parks staff.

Director Richmond agreed and commented that the staff is very hard working and found ways to get through the COVID situation. The maintenance staff has had their hands full. It is part of her job to speak for her staff and feels that the raise is appropriate.

Commissioners discussed raises and wage determinations moving forward. They agreed to have the wage comparison on the agenda when it is available.

Director Richmond commented that different amount raises would need to be handled carefully.

Commissioners discussed raises and bringing all staff wages into line with what they should be making.

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

The Commissioner's asked Director Richmond to let the staff know how much they appreciate all of their work.

VIII. NEW BUSINESS

A. Discussion of Joint Meeting Date with Township Board

Director Richmond informed the Commission that the Township Board would like to have an in-person joint meeting to be held on July 13, 2021 at 6:30 pm. She stated that because there are new Board members, she would like all Commissioners to attend this meeting.

Commissioners discussed their attendance at the joint meeting and all said that they planned to attend.

B. Discussion of 2022 Budget Process

Director Richmond summarized her memo provided to the Commissioners. She asked how much of an increase in salaries the Commission was recommending for 2022.

Commissioners discussed different percentage options for salary increases. The Commission agreed to put a 3% increase in the budget draft.

Director Richmond stated that she doesn't know when the Township Board budget workshops are going to be held; they are discussing this at their June meeting. The Department is currently working on park inspections to help develop the 5 year plan for the parks. She commented that getting estimates has been tricky since contractors do not want to hold prices through next year but she will try to work in contingencies in the work estimates.

Chairperson Bower commented that the budget process is organized now.

C. Discussion of 2020 Audit Report & Prior Year Fund Allocation

Director Richmond confirmed that a copy of the 2020 Audit Report was in the Commissioners' packets. She commented that many projects were not possible last year. She stated that this is the time of the year where the Commission decides if they want to move any unallocated funds to allocated funds. She summarized the amounts shown in the 2020 Audit Report. She suggested which line item some of the unallocated funds should be allocated to. She commented that they have an aging truck and an aging Ford tractor and that is why she is suggesting that some funds be allocated to Equipment. She also suggested adding \$25,000 to Development to help with projects like the Mill Pond and Hartman Property. She suggested adding \$10,000 to Building and Facilities because they are facing aging infrastructure. One of the biggest issues that they have is storage. She suggested that they add additional storage to the Shultz Building in the future for storage. She also suggested that they add funds to Emergency. She confirmed all of the projects that they are trying to get done this year but indicated that many of the costs are going up. She suggested that unallocated prior year funds might be used for these projects.

Commissioner Parke stated that the dollars that have been allocated need to be spent and the projects need to be done. The residents are paying taxes to support the Department and Township, not to have money sitting in an account somewhere. He commented on the graphs shown in the Audit Report.

Director Richmond commented that this is why she suggested dollars going into the Development line. This assists in getting grants as well.

Commissioner Vallad stated that she would like to see the Shultz addition now.

Director Richmond stated that she was thinking about doing cinderblock blocks for the new construction.

Commissioner Vallad asked about the Gator.

Director Richmond stated that if they get another Gator, she doesn't know where it would be stored.

Commissioners discussed the importance of having additional storage areas.

Commissioner Vallad suggested that they do what Director Richmond is recommending and reevaluate when they know what an addition to the building was going to cost.

Commissioner Vallad moved to allocate Funds as per Director Richmond's memo dated June 3, 2021 bringing the totals as follows: \$90,000 for Equipment and Vehicles, \$95,000 for Development, \$90,000 for Building and Facilities and \$25,000 for Emergency Reserve with the Commission reevaluating this in December. Supported by Chairman Bower. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Vallad; No: None; Absent: Spicer. The motion carried by a 6-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Baker moved to approve the June bills list totaling \$8,839.54 and \$200.00 for Trust in Agency. 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.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Baker thanked Director Richmond for her hard work. She commented on the research being done in the parks.

Commissioner Parke asked for an update on Green Lake Park.

Director Richmond provided an update on the improvements at Green Lake Park.

Commissioner Parke asked how the baseball and softball season was progressing.

Director Richmond provided an update on the baseball and softball season participation.

Commissioner Parke commented that the staff has done a wonderful job through the last year and a half and it is very much appreciated.

Commissioner Omell stated that he enjoys the Natural Resources Report.

Chairman Bower commented that the Park staff are genuinely nice and hard working people. He commented about the trail markers that are being installed.

Director Richmond was glad that they were able to hire all seasonal maintenance staff that was needed. She also commented on the success of the senior lunches.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:40 pm. Supported by Commissioner Loncar.