

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, August 10, 2021**

I. CALL TO ORDER

The August 10, 2021, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:34 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 (remotely)
Dennis Omell
Rich Parke (arrived at 6:41 p.m.)
Angela Spicer
Jean Vallad

Staff Present:

Sarah Richmond

Others Present:

Chris Benedict, IT Administrator

IV. AGENDA REVISIONS AND APPROVAL

Director Richmond requested that “Discussion of Shultz Park Storage Building Addition”

be added as New Business item “E”.

Commissioner Vallad moved to proceed with the agenda as amended, adding “E. Discussion of Shultz Park Storage Building”. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: Parke. The motion carried by a 6-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – July 13, 2021, with Additional Disbursements of \$8,099.19 for the Parks & Recreation Fund and \$200 for Trust & Agency
- B. Receipt of Activities Report for July
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for July

- E. Receipt of Natural Resource Manager July Monthly Report
- F. Receipt of Mill Pond Dam Meeting Notice
- G. Receipt of July Budget Printouts

Receipt of Communications

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

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Green Lake Park Basketball Pole System Bids

Director Richmond summarized the three bids received for the basketball poles. She is asking for the approval to go with Summit Supply \$1,725.01. The additional \$700 could be covered by other savings in the same cost center. She clarified that this does not include installation and they would be doing this in-house.

Commissioner Vallad moved to have Director Richmond hire Summit Supply for the purchase of basketball items at a cost not to exceed \$2,000.00 as outlined in her memo dated August 5, 2021. Supported by Commissioner Baker.

Commissioner Baker clarified the size of the pole.

Chairperson Bower asked how the park was doing in terms of their issues.

Director Richmond provided an update on the Green Lake Park updates.

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

Commissioner Parke arrived at 6:41 PM

B. Discussion of Bids to Purchase New Mowers

Director Richmond summarized her memo regarding the purchase of two mowers, a brush hog and a flail mower, and the three bids that she received. They do have funds designated for the brush hog mower but not for the other one. The Commission indicated in June that if there were things that were needed, she should seek out bids and that is what she did. She explained the intended use of the two mowers and the condition of the existing mowers. She is recommending that they purchase the brush hog mower from Flint New Holland at a price of \$2,794.00. This mower is currently in stock and could be delivered in three weeks. She is recommending that they award the bid to Munn Tractor at a price of \$4,550.00 for the flail mower. The sooner they place the order for that mower, the better, as currently every company she has talked to are not expecting them in until the new year.

Commissioner Omell asked what a flail mower is.

Director Richmond explained that it is a finish mower. It is used for the trail mowing.

Chairperson Bower stated that the cutting keeps the insects down too.

Commissioner Vallad moved to have Director Richmond purchases a new flail mower from Munn Tractor for a cost not to exceed \$4600.00 and also purchases a brush hog mower from Flint New Holland at a cost not the exceed \$3,000.00 as outlined in Director Richmond's memo dated August 6, 2021. Supported by Commissioner Baker. Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None. Absent: None. The motion carried by a 7-0 vote.

C. Discussion of 5-year Maintenance & Capital Outlay Purchasing Plans

Director Richmond stated that every year the Department does inspections and puts together a 5 year plan. This year she changed the format so it would be easier for the Commissioners to review. She summarized the 5 year plan that was provided to the Commissioners.

Commissioner Vallad asked if she reviewed the old 5 year plan.

Director Richmond replied yes. She explained her process to prepare the 5 year plan.

Commissioners discussed how much they like the new format.

Commissioner Parke asked about the movement of the fishing dock from the Mill Pond to the Hartman property. He asked if they could use it as a bridge.

Director Richmond replied no. The Township has already awarded the contract to move ahead with the pedestrian crossing. She suggested different possible uses for the fishing dock. She explained that no action is needed tonight; she just wanted the Commission to be aware of the plan.

Commissioner Baker asked about bottle top benches.

Director Richmond stated that the benches they are talking about purchasing are plastic recycled product benches so they do not have any maintenance like they would with wood ones.

Commissioner Baker asked if they wanted to offer the bench purchase to different businesses for them to advertise their business.

Director Richmond explained the opportunity that they already have for someone to purchase a bench.

Commissioner Vallad commented on a bench that she had purchased.

Commissioner Omell commented on the presence of Gypsy Moths in the Township.

D. Discussion of 2022 Budget – 1st Draft

Director Richmond reviewed the 2022 Budget 1st Draft that was in the packets. Per the direction of the commissioners, she included a 3% raise for employees. The Township is considering a 5% raise which would include both an increase and cost of living. She budgeted for a 15% increase for hospitalization, and she budgeted the new Park Maintenance person at a 2 person rate and choose an average age and added 15% on top of that. She reviewed the Repair and Maintenance Cost Center. She asked the Commission if they would like to proceed with snow removal in-house this season or contract it out. She provided a summary from All-in-One regarding snow removal and this item will go to the Township Board on August 12, 2021. If the Township decides to contract out the snow plowing, it will leave the Parks Department with no back-up and rotation on weekends. She explained some of the options with snow plowing and keeping some properties in-house. Her suggestion is that they contract through All-in-One for some properties.

Commissioner Parke asked what investment they currently have in snow removal equipment.

Director Richmond provided a summary of the snow removal equipment and explained how it could be used. She explained that last year they spent about \$3,000.00 and based on last year's snowfall, they are looking at a cost of about \$4,890.00. She reviewed how they looked at the cost of the snow removal and whether or not they should contract it out.

Commissioner Parke stated that his original concern was if they have significant investment in snow removal equipment, it wouldn't have made sense. He now knows that the replacement of equipment is an issue. The only other investment is in the plow, and they will continue to be able to use it and maintain it in good condition.

Commissioner Baker asked about how they would get All-In-One to come out for will call.

Director Richmond stated that it would be difficult to get them since they would have taken other jobs. The decision needs to be made soon because they are planning ahead for their snow removal contracts. She stated that the times required would be in the contract.

Commissioner Parke moved to authorize Director Richmond to move forward in coordination with the Township to contract with All-In-One for the Department's snow removal needs for the upcoming winter. Supported by Commissioner Vallad.

Commissioner Loncar agreed with other Commissioner's comments.

Commissioner Parke stated that with per push basis, the cost is depending on snow amounts.

Director Richmond stated that the estimated amount is \$5615.00.

Commissioners discussed the possible cost. They agreed on \$6,000.00 for the possible cost for the upcoming season.

Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None. Absent: None. The motion carried by a 7-0 vote.

Director Richmond asked about the funding of the snow removal contract and if Prior Year Funds could be used.

Commissioners agreed with using Prior Year Funds.

Director Richmond commented that there may be funds place in Prior Year Funds based on the fact that some projects are put off because there are not contractors available currently. These projects will be pushed off until next year.

Commissioners discussed prior year funds and the use of those funds to complete outstanding projects.

Director Richmond stated that at the September 14, 2021 meeting, she would like the Commission to approve the budget and it will go to the Township for their budget workshop on September 23, 2021.

E. Discussion of Shultz Park Storage Building Addition

Director Richmond summarized the proposal from Mark's Homes, Mark Yovich, for an addition to Shultz Park building to help with storage issues. The estimated construction cost is between \$42,000 and \$45,000 and she listed all of the items included in this cost estimate. She confirmed that the addition would be 13 feet and 4 inches by 16 feet. Director Richmond stated that she is hoping that the concrete contractor for the job would be willing to give her a price on some work needed at Mill Pond Park.

Commissioner Omell asked about Mr. Yovich's role.

Director Richmond answered that Mr. Yovich is a construction manager and he will oversee the entire project and will charge 15%.

Commissioner Omell commented that the additional concrete work is a good idea.

Commissioner Parke commented on the construction bids that Mr. Yovich will consider.

Director Richmond commented on the plumbing issues that exist at Shultz Park because of the excess iron in the water. The addition of an iron filter is going to be added.

Commissioner Vallad moved to hire Mark Yovich, Mark's Homes, to be the general contractor and to seek out competitive bids for the Shultz Park addition. Supported by Commissioner Baker.

Director Richmond stated that she will confirm the bid process with Mr. Yovich and bring it back to the Commission.

Commissioner Parke suggested that they add some type of authorization process between meetings, so the project isn't stalled.

Commissioners discussed the bid prices.

Director Richmond confirmed that she will speak to Mr. Yovich and confirm the bid selection process and will email the Commissioners and inform them of the process and regarding any Special Meeting needed.

Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None. Absent: None. The motion carried by a 7-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the bills list totaling \$9,270.24 and \$2,000.00 for Trust and Agency. Supported by Commissioner Omell. Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Director Richmond commented on the interview process for the open full-time maintenance employee position. She also provided comment on the recent salary review information that she obtained from other communities.

Commissioners discussed the candidates for the Maintenance position. They suggested that Director Richmond bring questions regarding hiring process to both the Township Attorney and EctoHR.

Commissioner Parke asked for an update regarding the picnic tables.

Director Richmond replied that they are still in production.

Commissioner Parke asked if the old tables were worth money.

Director Richmond stated that she has several areas she would like to put the old tables, including at River Run. In addition, several of them need to be retired.

Commissioner Spicer commented on the Natural Resources report.

Director Richmond commented on a program which will get signage for the Eastern Massasauga rattlesnake population.

Commissioner Baker stated that she likes the new five year plan format. She stated that all the programs had positive revenues.

Commissioner Loncar commented on the success of the programming.

Director Richmond commented on current programming. She added that the upcoming Mill Pond Dam meeting is Tuesday, August 31st, 6:30 pm to 8:30 pm. She suggested that the Park Commissioners attend this meeting to be held at the Springfield Oaks Activity Center and she discussed the agenda for the meeting.

Commissioner Vallad commented on the monarch butterfly program that she attended.

XIII. ADJOURNMENT

Chairperson Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:58 pm. Supported by Commissioner Baker.