



**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, August 8, 2023**

**I. CALL TO ORDER**

The August 8, 2023, 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.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

<b>Commissioners Present:</b>	<b>Staff Present:</b>	<b>Others Present:</b>
Diane Baker	Sarah Richmond	Ken Palka Township Auditor
Roger Bower		
Dennis Omell		
Rich Parke		
Jean Vallad		

**Commissioners Absent:**

Anne Loncar with notification  
Angela Spicer with notification

**IV. AGENDA REVISIONS AND APPROVAL**

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

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes – July 11, 2023, with Additional Disbursements of \$21,462.88 for the Parks & Recreation Fund and \$1,175.00 for Trust and 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 Budget Reports for July
- G. Approval to Close Parks & Recreation Office for Staff Training  
Receipt of Communications

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



## VII. DIRECTOR'S UPDATE

None

## VIII. OLD BUSINESS

None

## IX. NEW BUSINESS

### A. Discussion of Audit Report & Allocation of Prior Year Funds

Director Richmond introduced Ken Palka, Township Auditor, to the Commission.

Mr. Palka provided a presentation summarizing the 2022 Audit Report to the Commission.

Commissioner Parke asked Mr. Palka if he had a ratio in mind of where the fund balance should be.

Mr. Palka stated that he is comfortable with 50-100% of annual expenditures.

Commissioner Parke commented that they are over that.

Mr. Palka concurred.

Commissioner Parke stated that the revenues are generally from Township taxpayers, and they are paying for the Department to put the funds to good use to benefit the Township. He doesn't see that when the funds are sitting in a bank account. The continuing build up reflects how well the Director and her staff manage the finances. There are items that are budgeted tightly and then come in below that amount.

Director Richmond stated that it is not that they are not getting projects done; they are getting them done as efficiently as possible. Director Richmond reviewed the Prior Year Fund document provided to the Commissioners. She would like to allocate \$110,000.00 of the Prior Year Unallocated to Development and she explained this is because of the grants that they are applying for next year and how they must provide matching funds for these grants. They know about the projects coming up for Mill Pond Park including pickleball courts and a new swing set. If they don't get grants, they may have to get the funds from another source. The Department did not receive the grant through Oakland County; they missed it by four points. This was for the pathway to connect Rotary Park to Mill Pond Park. Director Richmond stated that they are not just building up the prior year fund to have it sit in an account. They are saving for future equipment and projects She commented on those upcoming projects and planned funding for those projects.



Commissioners discussed spending funds for upcoming projects.

Commissioner Vallad asked Mr. Palka his opinion on Allocated versus Unallocated Funds.

Mr. Palka replied that the budget that Director Richmond has prepared is exactly what he wants to see. He stated that he should have answered the former question as 50-100% Unallocated Funds.

Commissioner Parke explained that this excellent budgeting takes foresight too.

Commissioner Baker stated that if they look at the 5 Year Plan, the projects are laid out as well as replacement of vehicles, etc.

Director Richmond provided a summary of the development of the 5 Year Plan and how that is incorporated in the budget, including the replacement plan and replacement fund.

Chairman Bower stated that the perception of the public is something that they consider.

Director Richmond summarized the projects that have been completed in recent years. They have maintained all their equipment to a high standard.

Commissioner Parke stated that the grand opening of the Hartman Property was well attended and the Department did a great job.

Director Richmond provided the updates that have been done to Hartman property.

Commissioner Baker stated that the Department responds to the feedback that they get from the people in the community.

Director Richmond replied that the Commission has a vision and that is what they are working toward.

Chairman Bower commented on the difference between the Hartman property when it was purchased and what it looks like now.

Director Richmond stated that the educational boards are meant to show the restoration efforts.

She commented on the difference in the Hartman property and how this is what they are trying to do at Mill Pond.

Commissioner Parke asked about the interest earned and the interest rate that they are earning on their certificates. He asked if there was a better way to invest those certificate dollars.



Mr. Palka replied that it is the Township Treasurer that is in control of the certificate amounts. You do have to be cautious and he believes that they will start picking up more.

Director Richmond stated that she spoke with the Township Treasurer who indicated that she has had to move some of the money around. She did have it tied up in long term investments when things were not good, and she is now able to move it. The Township Treasurer is very cautious on where the money is placed. The Treasurer anticipates that this year they will end up around \$16,000. She was pleasantly surprised by this number.

Commissioner Parke stated that he was interested in Mr. Palka's view in comparison with other Townships.

Mr. Palka stated that the Township Treasurer is very good at spreading it out and diversifying it. He doesn't want to go to a township and see \$20 million all in one bank, such as Fifth Third Bank, for example.

Commissioner Baker asked why the transfer is higher in 2022 since the expenditures and revenues are equal.

Mr. Palka stated that this was the money that got transferred in from the ARPA funds and he explained.

Director Richmond stated that the \$110,00 she would like to see used for development.

Commissioner Baker asked about pages 185, wage adjustments.

Mr. Palka explained the wage adjustments that the Commission had made in 2022. The State looks at the whole activity.

Director Richmond explained the budgeting process for wages.

Commissioner Parke stated that 2022 was the year that they looked at wages in comparison to other townships and tried to adjust them accordingly where they saw significant shortfalls.

#### B. Discussion of First Draft of 2024 Parks & Recreation Budget

Director Richmond reviewed the First Draft of the 2024 Parks & Recreation Budget. The tax collection is expected to be \$592,000. She reviewed the Interest and Dividends section and they budgeted \$10,000. She explained the grant amounts that is budgeted for includes the engineering for the pathway between the two parks. She stated that one of the areas that was lacking in the Oakland County Parks & Recreation grant application was conforming to universal design. She could not answer yes because the engineering was not done. She summarized the HCC rental rates that she budgeted.





Commissioner Parke asked about increasing the rental rate for HCC.

Director Richmond stated that they are not booked up completely. She suggested that they see how it goes next year.

Commissioner Vallad asked if the \$285 was high.

Director Richmond replied no. She commented on the current rental rates and suggested that they don't change.

Director Richmond continued with her summary of the 2024 Budget. She stated that she included columns showing 3% and 5% wage increases. She continued summarizing the expenditures that were in the 2024 budget.

Commissioner Parke asked about the athletic meal. He asked if they could expect this expenditure total year after year. Commissioner Parke stated that half of the expenditure total for the baseball program is athletic meal.

Director Richmond stated that they try to put athletic meal down every other year or every two years, and she commented on the quality of their fields. She continued her summary of the expenditures. She did not include the expense of conference attendance because she wanted to see how the Commission felt.

Commissioner Vallad asked if a lot was learned at the conference.

Director Richmond replied yes, it is beneficial. They would also have to figure out staffing during the conference attendance but she is sure they can make it work. Last year they cut the conference out because of raises.

Commissioners indicated that they would like the staff to attend the conference.

Commissioner Parke asked about computers and monitors for the staff. He stated that anything that will help the staff do their job better, he would like to see.

Director Richmond summarized the maintenance personnel cost center. She continued with the brochure budgeted cost and the senior citizen cost center. She continued outlining the expenditure portion of the budget including programming costs. She explained the jump in cost for the recreation software and explained how she was reviewing demos now with the start being in January. This software is expected to cost between \$8,000 and \$10,000 annually. She stated that credit card services could potentially change depending on what company they go with and what processor they go with. If they have to switch credit card companies, they will have to change processors. She explained the differences in the new recreation software she is looking at and explained how she was involving the IT Director and the Treasurer's Department. She provided details on the septic pumping at the various buildings.



Commissioner Baker asked about the communication between the Parks Department and the Treasurer's Department.

Director Richmond explained the use of the credit cards and how that is processed through the Treasurer's Department.

Commissioner Baker asked if any of the companies have the ability to go customer to customer.

Director Richmond replied that some of them do and this is something that they are exploring. She stated that they must be able to process resident rates versus non-resident rate. She stated that they also must have fast bank deposit times. She continued with page 8, Capital Outlay, and summarized the expenditures outlined on this page. She asked if any of the Commissioners had any major concerns and asked if they still wanted to see the 3% and 5% wage increase in the next draft.

Commissioners answered yes and they did not have any major concerns.

Director Richmond stated that she would leave the 3% and 5% columns in the draft for the next presentation.

Commissioner Parks asked Director Richmond her timetable for touring the Parks and doing her inventory.

Director Richmond provided a summary of her upcoming schedule. She also let the Commission know she left Seasonal Maintenance in the budget.

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

### **A. Bills List**

**Commissioner Vallad moved to approve the August bills list totaling \$26,940.28 and Trust in Agency totaling \$1300.00. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Vallad; No: None; Absent: Loncar, Spicer. The motion carried by a 5-0 vote.**

**Commissioner Vallad moved to allocate \$110,000.00 of Prior Year Funds to the Development Line Item, Reserves under Prior Year Fund. Supported by Chairman Bower. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Vallad; No: None; Absent: Loncar, Spicer. The motion carried by a 5-0 vote.**

## **XI. PUBLIC COMMENT**

## **XII. COMMISSIONER COMMENT**



Commissioner Baker stated that the Department did a great job on the Hartman Project. She noted how pleased she was at the increase in the Poweshiek skipperling numbers. She commented in the great work on the budget.

Commissioner Parke commented on the successful opening of the Hartman Property. He urged Director Richmond to relax on vacation.

Commissioner Omell commented on his absence from the Hartman Property opening.

Chairman Bower congratulated Director Richmond on a great job on the budget.

Commissioner Vallad commented on the great job on the budget.

Director Richmond thanked Mike Losey, Township Natural Resource Manager and his staff but also Parks & Recreation Department staff who worked so hard getting ready for the Hartman Property opening. The staff has been working hard on the brochure which is going to the printer's very soon and the new map for the trail system will be in it. She thanked Pete Moreau for the map that he created.

### **XIII. ADJOURNMENT**

**Having no further business, Chairman Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:11 pm.**