



**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, August 9, 2022**

I. CALL TO ORDER

The August 9, 2022, 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
Diane Baker
Dennis Omell
Rich Parke
Angela Spicer
Jean Vallad

Staff Present:

Sarah Richmond

Others Present:

None

Commissioners Absent:

Ann Loncar with notification

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as revised, adding "July Budget Reports" as VI. Consent Item F. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – July 12, 2022, with Additional Disbursements of \$6,859.51 for the Parks & Recreation Fund and \$500.00 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

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Receipt of Communications

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

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Limestone Material for Shiawassee Basin Preserve Trails

Director Richmond reviewed her memo that was provided to the Commissioners. She outlined the trail loops that are in need of limestone and the estimate received. She stated that the funds can come from the painting project which was completed under budget. The painting projects were budgeted for a total of \$37,000 and it was completed for \$20,005.

Commissioner Omell asked about the replacement of limestone.

Director Richmond stated that limestone is in the budget almost every year because it gets washed away, compacted down, and added to some areas that are in need. Sometimes they have erosion issues in selected trails, and they will add it there.

Commissioner Parke stated that they only budgeted \$2,000 and he asked if they were doing a larger area or if it was more expensive now.

Director Richmond replied that it is more expensive then when they originally budgeted, and there are several additional areas that they wanted to do this year and they thought when they first set the budget, they were thinking they were going to do it in-house. However, there is still so much that they are trying to get done in house so to her it made sense to see how much it would be to contract the project out. She explained that All-In-One has all of the equipment to do the project, making it a more efficient way to get the project completed. This will also free up the Parks staff to do other projects.

Commissioner Parke stated that using a power compacter will last longer.

Director Richmond described different uses for different trails.

Commissioner Baker asked about the difference of the depths that are listed in the quote.

Director Richmond stated that it is dependent on how much covering they had in those spots originally and having the right amount of limestone on the trails helps to keep the vegetation growth down.

Commissioner Baker asked about a weed barrier and if that would help.

Director Richmond replied that in some areas, that treatment is cost prohibitive. She described details about the northern trail.

Commissioner Baker asked about the timeline.

Director Richmond stated that it should take about two days but the timing of the entire is all weather dependent.

Commissioner Baker stated that this is a great timesaver for the staff.

Commissioner Omell commented on using crushed asphalt.

Director Richmond answered that they used crushed asphalt on the access drive. There are certain spots that crushed asphalt can be used but trails are not a place for it, and she explained why.

Commissioner Omell moved to award the bid to All-In-One Lawncare to put limestone down in both areas as described in Director Richmond's memo dated August 4, 2022 in an amount not to exceed \$6,200.00. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.

B. Discussion of First Draft of 2023 Parks & Recreation Budget

Director Richmond summarized the first draft of the 2023 Parks and Recreation Budget. There is one change. In the next draft, the golf program line will be increased to \$15,000 and there will be corresponding increase on the expenditure end of \$5,000. She highlighted some items in the draft budget, including that there is a difference of approximately \$102,000 between the revenue and expenditures. She described the projects and upgrades that are planned including the Parks and Recreation Master Plan. Many of these projects are ones that the Department has been saving and planning for over the last several years. She explained that if they do not have a current Master Plan on file with the DNR, they cannot apply for grants. It is also good to have public input. The biggest price increase was mowing, and she explained that she increased the budget 30%. She provided details about this season's mowing charges. She also budgeted 15% for hospitalization but will not know the number until October. She explained salary budgeted increases of 5% or a little more based on previous discussions about job titles and responsibilities.

Commissioners discussed the rate of inflation.

Commissioner Vallad stated that she thinks the budget looks good.

Commissioner Vallad asked if Director Richmond was satisfied with the salary amounts.

Director Richmond replied yes, realistically. If it were possible, she would like to pay more but working towards a balanced budget, she wants to stick with 5%. They just did the unofficial salary study a year ago. She described the positions that are at midpoint and where other positions fell on the range.

Commissioner Vallad stated that she is fine with the budget as presented. She is not worried about balancing the budget using prior year funds.

Commissioners agreed.

Commissioner Omell asked about unallocated funds.

Director Richmond stated that unallocated funds would be if they fell short of their revenue, and they needed funds. This year, when they look at revenue, it looks large because they were able to get a reimbursement back from ARPA for \$110,000. The staff is very dedicated to saving money, bringing projects in under budget whenever possible, however as has been previously discussed everything at this time is costing more.

Commissioner Parke stated that the penny pinching is critical to him. When these things are budgeted, the Director looks at a realistic view of what something will cost and then lean to the conservative side and do everything that she can to bring it under budget. He recognized that they can look at the imbalance in the budget saying that \$56,000 of that is Capital Outlay. The reality is, all of the things that they are buying for Capital Outlay do not happen every year, but they do happen from time to time, and he provided examples. The fund balance is significant, and it has occurred because of the cumulative efforts of budgeting. He is not concerned with the imbalance of it. Many of the things that they are doing are adding positively to the Parks Facilities and it is going to cost more in the year that it happens. He suggested that the salt is going to eat the doors at Hart Community Center, and he urged them to look at something that is sacrificial. There are a lot of things that are built that way and he urged them to look at alternatives.

Director Richmond stated that many of the projects are based on rough numbers. She explained why she decided to replace the doors this year in an effort to work with the group Kaleidoscope. She provided details about this partnership with Kaleidoscope.

Commissioner Vallad commented that she appreciates Director Richmond's efforts.

Commissioner Baker commented on the good effort on the budget. She agrees with the 5% increase in wages. Director Richmond and her staff have worked very hard during times that they have had recently.

Chairman Bower stated that they also have to consider that they have two new parks to maintain.

Commissioners agreed with the 2023 budget presented.

Director Richmond stated that this is the first draft of the budget. She will review the budget again and bring it back to the Commission for approval. She provided details about the Township's budgeting process.

C. Discussion of Repair to Basketball Court at Mill Pond Park

Director Richmond summarized the repairs to the basketball court at Mill Pond Park that are needed. She stated that she has spoken to the Township's general contractor and in a perfect scenario if the court is heaving and cracking a significant amount then we would completely tear the court up and install new aggregate base and then new concrete would be poured. However, in this situation it is only a section of the court that has a crack and heaving near the goal post and along the other end. The bids that they went out for was to repair the cracks not for a complete removal. She explained the suggested repairs which she hopes will last for 6 years. She provided historical details about the basketball court construction and maintenance. She provided details and differences for the two bids received from C&G and Upcott's.

Commissioners discussed the repairs to the basketball court and the possible reasons for the damage.

Commissioner Parke commented on the C & G proposal and the stability of the materials that they are proposing.

Chairperson Bower suggested that C & G concrete proposal seems to be the best option.

Commissioners discussed the options for repair and concluded that the C & G concrete proposal is most appropriate.

Commissioner Vallad moved to authorize Director Richmond to hire C & G Cement Contractors to make repairs as referenced in Director Richmond's memo dated August 5, 2022 at a cost not to exceed \$20,000. Supported by Commissioner Omell.

Commissioner Parke suggested that when the compacted base is done, the contractor should add extra compacted base to the area as described.

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

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the August bills list totaling \$49,024.22 and Trust and Agency in the amount of \$2,050.00. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. 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 work on the budget. She commented on the value of the natural resources in the Township.

Director Richmond commented on the recent spotting of a rattlesnake on the trails.

Commissioner Omell commented on the parking lot update and the updates being done in downtown Davisburg. He commented on oak wilt. He thanked Director Richmond for the 2023 Budget.

Chairperson Bower commented on the natural resources in the area and how it is related to the environment.

Commissioner Spicer asked if documents can be emailed instead of printed out.

Commissioner Vallad commented on the successful passing of the ALS Fire millage.

XIII. ADJOURNMENT

Commissioner Baker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:35 pm. Supported by Commissioner Vallad.