



**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, September 12, 2022**

**I. CALL TO ORDER**

The August 8, 2023, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:35 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  
Anne Loncar  
Dennis Omell  
Rich Parke

**Staff Present:**

Sarah Richmond

**Commissioners Absent:**

Diane Baker with notification  
Angela Spicer with notification  
Jean Vallad with notification

**IV. AGENDA REVISIONS AND APPROVAL**

Director Richmond requested to add "August Budget Reports" as item G under the Consent Agenda.

**Commissioner Parke moved to approve agenda revised. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Loncar, Omell, and Parke; No: None; Absent: Baker, Spicer, and Vallad. The motion carried by a 4-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes – August 8, 2023 with Additional Disbursements of \$4,823.58 for the Parks & Recreation Fund and \$1,100.00 for Trust & Agency
- B. Receipt of Activities Report for August
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for August
- E. Receipt of Natural Resource Manager August Monthly Report
- F. Receipt of September & October 2023 Young At Heart Newsletter
- G. Receipt of August Budget Reports

Receipt of Communications

Springfield Township Parks & Recreation, 12000 Davisburg RD, Davisburg, MI 48350  
248-846-6558 \*Fax:248-846-6557\*[parkandrec@springfield-twp.us](mailto:parkandrec@springfield-twp.us) \*[www.springfield-twp.us](http://www.springfield-twp.us)

**Step This Way.Live.Learn.Play**

**Commissioner Omell moved to accept the consent agenda as revised. Supported by Commissioner Loncar. Vote on the motion: Yes: Bower, Loncar, Omell, and Parke; No: None; Absent: Baker, Spicer, and Vallad. The motion carried by a 4-0 vote.**

**VII. PUBLIC HEARING- Hearing for the Commission to receive comments and suggestions on the proposed 2024-2029 Parks & Recreation Master Plan**

Chairperson Bower explained that the public hearing this evening was to hear any public comment on the proposed 2024-2029 Springfield Township Parks and Recreation Master Plan.

Chairperson Bower formally opened the public hearing for the proposed 2024-2029 Springfield Township Parks & Recreation Master Plan at 6:38 pm.

Chairperson Bower hearing no comments from the public closed the public hearing at 6:39 pm.

**VIII. Director's Update**

Director Richmond stated that evening that she wanted to inform the Park Commission that the Shiawassee Basin Preserve multipurpose building had to be closed due to needing to be rechlorinated due to the water testing coming back with positive for E. coli bacteria in one of the restroom sinks and coliforms bacteria in another sink. The well will be rechlorinated by the well contractor and a representative from the Oakland County Health Department will be coming out on Wednesday to inspect the well head and the faucets, etc. Once there are two clean tests, negative for both, then the restrooms will be reopened.

Director Richmond wanted to also bring a question to the Commission upon the request of a staff member. On Thursday, September 14<sup>th</sup> Director Richmond is scheduled to work a half day as she had previously already put in for a half day of PTO, Recreation Supervisor VanGilder is scheduled to work her normal Thursday senior schedule of 7 am to 3 pm. The other office staff member is scheduled to work until 5 pm on Thursday, however she is inquiring if it would be possible for her to close the office a half hour early in order for her to leave to go to a personal function. She is aware that if the Commission does not approve closing early then she will be responsible for covering the office until 5pm.

Commissioner Parke inquired if the Parks and Recreation office hours are posted until 5 pm.

Director Richmond stated that the Parks office hours, being open until 5 pm, are posted on the website, on their door, in the brochure, on the cable channel and the Facebook page.

Commissioner Parke said that unfortunately in this particular scenario it is unfortunate that there is no one else available to cover the office but it seems that other had their requests in prior to her and the policy is not to close unless it is an emergency situation, an Parks and Recreation sponsored event or staff training.

Commissioners discussed the current policy and this request.

The Commission stated that unfortunately based on the policy they will not be able to honor her request to close the office early on September 14<sup>th</sup>.

Chairperson Bower asked if Director Richmond had any updates on the removal of the dam and placement of the culvert in downtown Davisburg at Davisburg Mill Pond.

Director Richmond gave brief update that the draw down of the pond is continuing and that there is a possibility that the road closure for the removal of the dam could happen prior to October 16<sup>th</sup>. Director Richmond stated that all updates on the project are on the Township website under the "Our Community" heading Mill Pond Dam. She encouraged everyone to check this page for the most recent updates on this ongoing project.

**IX. OLD BUSINESS**

**A. Discussion of Second Draft of 2024 Parks & Recreation Budget**

Director Richmond presented the 2<sup>nd</sup> draft of the 2024 budget. The differences between the first draft and the second draft include the following:

1. Increased Pickleball revenue by \$1,000
2. Increased Community Programs revenue by \$1,350
3. For the expenditures the Supplies & Equipment Cost Center was increased by \$5,400 which includes funds for a new weed whip, half of the anticipated cost for the limestone pathway that leads to the Hartman property from the existing limestone trail by the Civic Center. Director Richmond also increased the funds for athletic meal and added replacement of 4 tables for the Hart Community Center.
4. The Administration Personnel Cost Center was increased by \$2,000 for the Mparks conference.
5. Increased Facilities Operational Supplies Cost Center by \$1,000 to accommodate both the workers compensation and the fire and casualty insurance lines.

Director Richmond stated that the Commission this evening needs to decide what percentage of a wage increase they would like to have budgeted for in the 2024 budget. Director Richmond stated that she believes that the Township is anticipating budgeting three percent for their wage increases.

Based on the five percent wage increase numbers our expenditures total is \$860,900 and our revenue is \$802,750. This would have us utilizing \$58,150.00 of our prior year fund.

Director Richmond also wanted to remind the Park Commission that the Township Board will be holding their budget workshop on Wednesday, September 27<sup>th</sup> at 6 pm and the Parks Fund Budget will be the first budget discussed that evening.

The Commission discussed which wage increase amount they would like to see in the budget. The Commission stated that if they budgeted for a five percent wage increase it does not guarantee that is the amount that will be given as the increase when wage increases are set in January of 2024.

**Commissioner Loncar moved to approve the second draft of the 2024 budget using five percent wage increase amounts as presented in Director Richmond’s memo dated September 8, 2023. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Loncar, Omell, and Parke; No: None; Absent: Baker, Spicer, and Vallad. The motion carried by a 4-0 vote.**

**X. NEW BUSINESS**

**A. Discussion of 2024-2029 Parks & Recreation Master Plan & Resolution for Master Plan**

Director Richmond stated that this evening the Commission was here to discuss any public comment on the proposed master plan. If there are no comments, then she is requesting that the Park Commission table the matter of approving the resolution to adopt the 2024-2029 Springfield Township Parks and Recreation Master Plan to the regularly scheduled October meeting of the Park Commission. This will allow the Township Board an opportunity to provide us with feedback on the plan, which they have until September 28<sup>th</sup> to do so.

**Commissioner Parke moved to table the discussion of the 2024-2029 Parks and Recreation Master Plan and Resolution Adopting the Master Plan to the next regularly scheduled meeting. Supported by Commissioner Loncar. Vote on the motion: Yes: Bower, Loncar, Omell, and Parke; No: None; Absent: Baker, Spicer, and Vallad. The motion carried by a 4-0 vote.**

#### B. Discussion of Five-Year Plans

Director Richmond reviewed the five-year plans that were included in the Park Commission packets. These plans are for each park, equipment and general items that apply to all parks. Director Richmond stated that the Commission will notice that in the Mill Pond Park five-year plan that they are some very large ticket items in 2025 and she did that to showcase items that they are trying and will continue to try and get grants for. If they are not awarded the grant funding those items will have to be moved in the plan as they continue to seek grant funding for those items.

The Commission discussed the items that were highlighted in the plans and reiterated that these are just plans that fluctuate as needs change.

**Commissioner Parke moved to approve the five-year plans as outlined in the memo dated September 8, 2023. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Loncar, Omell, and Parke; No: None; Absent: Baker, Spicer, and Vallad. The motion carried by a 4-0 vote.**

#### C. Discussion of Doors for Mill Pond Park Outdoor Restrooms

Director Richmond stated per her memo that she is seeking approval this evening to award the replacement of the two outdoor restroom doors and frames at the Mill Pond Park to L&R Construction at a cost not to exceed \$4,000. These doors could be replaced while the front doors of the Hart Community Center are being replaced.

**Commissioner Omell moved to award the replacement of the two outdoor restroom doors and frames at the Mill Pond Park to L&R Construction at a cost not to exceed \$4,000.00. Supported by Commissioner Loncar. Vote on the motion: Yes: Bower, Loncar, Omell, and Parke; No: None; Absent: Baker, Spicer, and Vallad. The motion carried by a 4-0 vote.**

### XI. TREASURER'S REPORT

#### A. Bills List

**Commissioner Omell moved to approve the September bills list totaling \$19,305.34 and Trust in Agency totaling \$275.00. Supported by Chairperson Bower. Vote on the**

**motion: Yes: Bower, Loncar, Omell, and Parke; No: None; Absent: Baker, Spicer, and Vallad. The motion carried by a 4-0 vote.**

**XII. PUBLIC COMMENT**

None

**XIII. COMMISSIONER COMMENT**

Chairperson Bower commented on how much he liked the new trail maps.

Director Richmond stated that Pete Moreau of Moreau Creative donated his services to create the new trail map and brochure for us and they look fabulous.

Commissioner Omell stated that he thought that the new Fall and Winter brochure looks very nice.

Commissioner Loncar told Director Richmond good job on the 2024 budget and the five-year plans.

**XIV. ADJOURNMENT**

**Having no further business, Chairman Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:18 pm.**