

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, December 10, 2019**

**I. CALL TO ORDER**

The December 10, 2019 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:00 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:**

Diane Baker  
Roger Bower  
Anne Loncar  
Dennis Omell  
Rich Parke  
Angela Spicer  
Jean Vallad

**Staff Present:**

Sarah Richmond

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Vallad moved to proceed with the agenda as revised, adding, under Consent, November Budget Printouts as item H and under New Business, adding D. Purchasing Park Signage. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes-November 12, 2019 with Additional Disbursements of \$7,867.21 for the Parks & Recreation Fund
- B. Receipt of Activities Report for November
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for November
- E. Receipt of Natural Resource Manager November Monthly Report
- F. Receipt of Memo to Township Board re: Hartman Property Reimbursement
- G. Receipt of 2020 Holiday Schedule
- H. Receipt of November Budget Reports

## Receipt of Communications

**Commissioner Vallad moved to accept the consent agenda as revised. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

### **VII. OLD BUSINESS**

None

### **VIII. NEW BUSINESS**

#### **A. Discussion 2020 Park Commission Meeting Dates**

Director Richmond indicated that the March meeting date needs to be changed because the Presidential Primary Election falls on March 10, 2020. She would like to move the March meeting to March 11, 2020.

Commissioners discussed the start time of the meeting.

Commissioners agreed on the proposed meeting dates and a majority of the Commissioners agreed with a new start time of 6:30 pm.

**Commissioner Omell moved to set the 2020 Park Commission Meeting Dates to the second Tuesday of the month except for March 2020 which will be held on March 11, 2020, as presented, and to move the meeting start time to 6:30 pm for all meetings. Supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer; No: Vallad; Absent: None. The motion carried by a 6-1 vote.**

Commissioner Vallad indicated that she will not attend the February 2020 meeting.

Commissioner Baker indicated that she will not attend the February 2020 meeting.

Commissioner Parke indicated that he will not attend the March 2020 meeting.

#### **B. Election of 2020 Park Commission Officers**

**Commissioner Loncar moved to keep the same Commission Officers in 2020 as was held in 2019. Supported by Commissioner Omell.**

Director Richmond confirmed that these Officers are Chairperson Bower, Treasurer Vallad and Secretary Baker.

**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 Senior Cook Contract**

Director Richmond stated that all changes presented in the packet were reviewed by the Township Attorney. The contract with the Senior Cook began in 2018.

Commissioner Parke asked if this was fine tuning of the contract.

Director Richmond answered yes.

Commissioner Parke asked if the cook has seen these changes.

Director Richmond replied no. She reviewed the proposed changes and how they will be presented to the cook.

**Commissioner Vallad moved to accept the changes to the Senior Cook Contract. Supported by Chairperson Bower.**

Commissioner Baker asked about the adherence to the OCHD rules that is in the contract.

Director Richmond explained this stipulation that is present in the contract.

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

#### D. Purchasing Park Signage

Director Richmond handed out a memo to all Commissioners regarding this item. She reviewed the two contractor proposals that were attached. She stated that she is proposing to replace the "Rules Signs" for many reasons including updating the rules and current signs being old and in disrepair. They started redoing the colors of all signs to be consistently black with white lettering. She reviewed the signs that are currently up to date in the parks and the signs that still need to be updated. She reviewed the two proposals that were presented and how she evaluated each.

**Commissioner Vallad moved to accept the contract from Done Right Signs to have them make replacement and new signs as per Director Richmond's memo dated December 10, 2019 at a cost not to exceed \$3,500.00. Supported by Commissioner Omell.**

Commissioner Baker asked if the amount should have been for \$560.00 less because they are not purchasing the "No Trespassing" signs at this time.

Director Richmond replied no; if the total amount is included, she will be able to buy a couple of sign posts this year. She stated that the newer signs are being installed on composite posts because it lessens the maintenance required. The posts are \$80 per post. These types of posts last much longer and do not require painting annually.

Commissioner Parke asked if this was new and replacement.

Director Richmond stated that most of it is replacement signs.

Commissioner Parke suggested leaving some blank space on the sign so that new rules can be added later.

Director Richmond stated that she was not sure if they would be able to have blank space on the bottom due to the size of the lettering and the way that the sign may be printed. However, they could potentially leave room so additional sections could be added under the main sign. She stated that the logo is not going on the signs because if it is changed for any reasons, it now has to be changed on all signs. She stated that when she sends in the exact sign requirements, the sign company will work with her sizing of the text and sign itself.

Commissioner Vallad asked if the \$3200 should be increased to \$3300 so that posts can be purchased.

Director Richmond stated that the posts are going to have to come out of next year's budget. If they want to include the posts, it should probably be \$3500.

Commissioner Vallad amended the motion; supported Commissioner Omell accepted that amendment.

Director Richmond indicated that 16 "No Trespassing" signs are needed, and she explained why.

**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 Baker moved to approve the December bills list totaling \$8292.79 and Trust in Agency \$450.00. Supported by Commissioner Vallad.**

Commissioner Parke asked about the charge to Davey Tree Company.

Director Richmond explained that this charge is for trees planted by Davey Tree Company.

Commissioner Baker asked about the septic charge shown.

Director Richmond explained this charge. She added that the block windows were also done on the Ranger house.

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

B. Budget Amendment

**Commissioner Vallad moved to approve the Budget Amendment as per Director Richmond's memo dated December 9, 2019 with a new revenue total of \$620,200.00 and a new expenditure total of \$693,250.00. Supported by Commissioner Loncar. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

**XI. COMMITTEE REPORTS**

A. Hartman Property Committee

Director Richmond pointed out that the reimbursement was under the Consent items.

B. Maintenance Garage Committee  
None

**XII. PUBLIC COMMENT**

None

**XIII. COMMISSIONER COMMENT**

Commissioner Baker thanked Director Richmond and her staff for all the work done this year. She appreciates that Director Richmond has created such a positive work environment and a positive experience for residents.

Commissioner Parke commented that he looked at the piles of athletic meal for the infield placement and there doesn't appear to be any significant run off.

Director Richmond stated that Mr. Robinson does not recommend tarping it and she explained why.

Commissioner Parke agreed with Commissioner Baker's comments and thanked Director Richmond.

Commissioner Omell thanked Director Richmond, wished everyone a Merry Christmas and that it has been enjoyable working with everyone this year.

Chairperson Bower commented on the positive comments that he has heard when he is at Park events.

Commissioner Loncar stated that she appreciated Director Richmond and her staff. She wishes Happy Holidays to staff and Commission.

Commissioner Spicer wished everyone Happy Holidays and said that she is truly amazed by what Director Richmond and her staff get done.

Commissioner Vallad commented that Director Richmond is doing an excellent job at getting things done and not bringing every minute detail to the Commission.

Director Richmond commented on the hard work and the effectiveness of her staff. She added that the Breakfast with Santa event is sold out.

#### **XIV. ADJOURNMENT**

**Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:45 pm. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**