



**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, December 14, 2021**

**I. CALL TO ORDER**

The December 14, 2021, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:33 p.m. by Chairperson Bower at the Springfield Township Civic Center.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Commissioners Present:**

**Present:**

Diane Baker

Roger Bower

Anne Loncar

Dennis Omell

Jean Vallad – attending remotely Clarkston, MI

**Staff Present:**

Sarah Richmond

**Others**

**Commissioners Absent:**

Rich Parke

Angela Spicer

**IV. AGENDA REVISIONS AND APPROVAL**

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

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes – November 9, 2021, with Additional Disbursements of \$6,242.55 for the Parks & Recreation Fund and \$150.00 for Trust & Agency
- 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. Approval of 2022 Park Commission Meeting Dates
- G. Receipt of November Budget Printouts

Receipt of Communications

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

**The motion carried by a 5-0 vote.**  
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## **VII. OLD BUSINESS**

None

## **VIII. NEW BUSINESS**

### **A. Election of 2022 Park Commission Officers**

**Commissioner Loncar moved to accept the following Park Commission Officers for 2022: Roger Bower, Chairperson; Jean Vallad, Treasurer; Diane Baker, Secretary and Personnel Liaison. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.**

### **B. Discussion of Director's Spending Limit**

Director Richmond stated that she is asking that the Commission increase the Director's Spending Limit. The current spending limit is set at \$1,500 and anything over that must be brought to the Commission. In an emergency, she could bring the expenditure to three Commissioners for approval. The cost of materials has steadily increased and \$1,500 does not go as far as it used to and she needs to be able to get equipment repaired without delay. She is asking for the approval to spend up to \$3,000 in expenditures and if it is between \$3,000 and \$6,000, it would need the approval of three Park Commissioners. This brings the limit more in line with what the Township policy is. The Township policy has an exception for Fire Chief and Property Manager.

Commissioner Omell asked if Director Richmond ever had difficulty getting in touch with three Commissioners.

Director Richmond replied sometimes. She reiterated that \$1,500 is not much and if it is in the budget, sometimes it needs to get done quickly.

Commissioner Loncar asked if she would like it higher than \$3,000. She suggested \$5,000.

Commissioner Vallad suggested \$4,000 and then if it is over \$6,000, the Director must get approval from three Commissioners.

Commissioner Loncar concurred.

Commissioner Vallad stated that Director Richmond has proven herself and that she knows the budget and she doesn't think they need the oversight since Director Richmond keeps the Commission so well informed on projects and expenditures. She is not worried about the expenditures.

Director Richmond stated that she will continue to keep the Commission informed and if there is a situation she is not familiar with she will not hesitate to reach out to the Commission.

Commissioner Baker stated that Director Richmond has always done a great job reporting out on all expenditures and she is sure that this will continue.

Commissioner Omell concurred.

Commissioner Vallad asked if they were going to change the \$3,000 to \$4,000 and leave the \$6,000 the same.

Commissioners agreed.

**Commissioner Vallad moved to increase Director Richmond's spending limit to \$4,000.00; between \$4,000 and \$6,000, the Director will have to receive approval through three of the Park Commissioners as outlined in Director Richmond's memo dated December 6, 2021. Supported by Commissioner Omell.**

Director Richmond informed the Commission that this is part of the overall expenditure policy. The Township is addressing their procurement policy so within the next several months, she is planning on bringing this back to the Commission so that they can address bid levels.

Commissioner Omell asked if the truck's brake lines were checked, since the repair of the Ford truck was the last thing that she had to call three Commissioners about.

Director Richmond replied that the service center checked everything.

**Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.**

#### C. Discussion of Clerk Miller's Request to Close for 2022 Election Dates

Director Richmond stated that Clerk Miller is requesting that the Parks and Recreation Department is closed on August 2, 2022, and November 8, 2022. The Clerk is planning on asking the Township Board that all Township offices be closed on those days to allow for more parking for voters and election workers. These dates would be paid for all full-time staff.

**Commissioner Vallad moved to close the Parks and Recreation Department on August 2, 2022, for the Primary Election and November 8, 2022 for the General Election with the understanding that all full-time staff receive the day off with pay. Supported by Commissioner Baker.**

Commissioner Loncar asked why the staff couldn't work from home including Township staff.

Director Richmond stated that the Township closed during the last election and the public did not have an issue with it.

Commissioner Loncar stated that other companies that have adopted this closure have lost another holiday.

Director Richmond stated that the Township used to have additional holidays like Presidents Day which they currently do not observe by closure.

Commissioner Vallad stated that when you work the election on the counting board, it is better to not have staff there. If you haven't been sworn in, there are certain areas that staff are not allowed to go.

Director Richmond stated that Clerk Miller is tentatively planning on using the Parks and Recreation office as a counting board location so this is another reason.

Commissioner Omell stated that when he voted at the Civic Center last time, it was a zoo.

**Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.**

#### **IX. TREASURER'S REPORT**

##### **A. Bills List**

**Commissioner Baker moved to approve the December bills list totaling \$18,575.19 and Trust and Agency \$150.00. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Vallad; No: None; Absent: Parke, Spicer. The motion carried by a 5-0 vote.**

#### **X. COMMITTEE REPORTS**

None

#### **XI. PUBLIC COMMENT**

None

#### **XII. COMMISSIONER COMMENT**

Commissioner Baker thanked Director Richmond and her staff for the way they have handled business and the office through this year. She wished everyone Happy Holidays and Happy New Year.

Commissioner Omell thanked Director Richmond for her great work and her conscientious staff. He wished everyone Happy Holidays.

Chairman Bower stated that he sees a lot of public when he visits the park, and it appears that the residents are happy with the parks and the Department. He wished everyone a Merry Christmas.

Commissioner Loncar wished the staff and Commission Happy Holidays.

Director Richmond stated that this Friday, December 17<sup>th</sup> is an in-service staff training day. The office is closed beginning December 24<sup>th</sup>. The office will reopen on January 3<sup>rd</sup>.

#### **XIII. ADJOURNMENT**

**Commissioner Baker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 6:58 pm. Supported by Commissioner Omell.**