

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, May 14, 2019**

I. CALL TO ORDER

The May 14, 2019 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:01 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
Jean Vallad

Staff Present:

Sarah Richmond

Others Present:

Mike Losey, Natural Resources Manager

Commissioners Absent:

Diane Baker
Rich Parke
Angela Spicer

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-April 9, 2019 with Additional Disbursements of \$3070.30 for the Parks & Recreation Fund
- B. Receipt of Activities Report for April
- C. Receipt of Financial Summaries
- D. Receipt of Progress Report for April

- E. Receipt of Natural Resource Manger April Monthly Report
- F. Receipt of April Budget Printouts
- G. Receipt of Letter from Neighbor for Neighbor Dated April 11, 2019
- H. Receipt of Letter from Davisburg Rotary Club Dated April 22, 2019
- I. Receipt of Memo to Township Board Dated May 1, 2019
- J. Receipt of Special Joint Meeting Minutes – April 9, 2019
- K. Receipt of Fifty Plus Active Adults Newsletter for May & June

Receipt of Communications

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

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Budget Process

Director Richmond outlined the budget process for 2020. She asked the Commission what they would be comfortable budgeting for seasonal maintenance. In June, she will be able to present the audit report and they would start the discussion regarding unallocated Prior Year Funds. She stated that some projects that they wanted to get done were not completed and those items will be worked on this year.

Regarding Director Richmond's memo, Commissioner Vallad summarized her responses as yes and 3% for number 1 and no for number 2. She stated that Director Richmond needs more allocated for Seasonal Maintenance to compete with fast food establishments offering \$13/hour.

Commissioner Loncar asked why Director Richmond may want it increase contingency to \$8,000.

Director Richmond replied that there are unexpected expenses that come up. That contingency is funded by Prior Year Fund.

Commissioner Loncar asked if it would make her or her staff persons' life easier if they bumped it up.

Director Richmond replied that it gives the Commission comfort to know that it is in the budget.

Commissioner Loncar asked what 3% is going to cost when they look at the overall budget.

Director Richmond stated that she does not have that figure this evening.

Commissioner Loncar suggested that if it makes things easier, she would support 8,000 for the contingency, but if it doesn't make that much of a difference, 5,000 is fine. She asked if Director Richmond wanted to boost the Seasonal Maintenance wage, or does she need another body. Director Richmond replied there is \$15,000 in the budget this year which is a body and a half. She would like 2 people. She provided an explanation as to how she would work two seasonal

staff throughout the spring, summer and fall. She suggested staying under 1500 hours per person.

Commissioner Loncar suggested that they give enough so that Director Richmond has two employees.

Director Richmond confirmed that she would like the Seasonal staff to be 18 or older because of equipment experience required.

Commissioner Omell asked if the seasonal person takes care of gates too.

Director Richmond confirmed the Ranger position handles gates about 10-12 hours per week and the Gate Attendant does the remainder of the hours. If she needs to fill in, she would use Seasonal staff.

Chairperson Bower asked how many hours for opening the gates.

Director Richmond replied that when they open or close gates, they get 2 hours. Their own vehicle is used. She clarified that the Department's own maintenance staff handles opening the gates Monday through Friday.

Commission members discussed what should be allocated for an additional seasonal staff person.

Commissioner Loncar suggested that Director Richmond investigate the use of the Master Garden Club to help with our beds.

Commission members discussed the maintenance of the flowers and plantings on Park property.

Commissioner Omell agreed with 3% for the salary increase.

Director Richmond explained the budgeting process and how the time line works for it.

Commissioner Omell agreed with the amount in contingency. He agreed with additional seasonal maintenance wages between \$18,000 and \$19,000.

Chairperson Bower confirmed that he agreed with the 3%. He doesn't see that number 2 is an issue and he is in support of an extra \$3,000 for seasonal maintenance. He doesn't see that there is any choice in hiring additional seasonal maintenance staff due to all the park property that needs to be maintained.

Commission members and Director Richmond discussed the Township Board's contribution to Parks and Recreation from the General Fund.

Commission members agreed that Director Richmond would bring preliminary salary budget numbers back to the Commission next month. They would like to know how much of an increase of 3% for wages would be to the overall budget.

B. Discussion of Schultz Well

Commissioner Vallad moved to have Rays Well Drilling repair the well as outlined in Director Richmond's memo dated May 10, 2019 at a cost not to exceed \$2,500.00. Supported by Chairperson Bower.

Commissioner Omell asked how deep the well is.

Director Richmond replied that she does not know. The paperwork from 1980 does not have a depth listed. Since it is a steel well and they have to do yearly chlorination they typically do not hold up as long and the typical life expectancy is 40-50 years. She is hoping that the pump can be pulled but it might need to be replaced. A well replacement has been in the five-year plan for many years.

Commissioner Loncar asked that the well digger give them the depth of the well once he works on it.

Director Richmond confirmed that Ray Houtz currently holds the Department's well contract.

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

C. Discussion of Easter Egg Hunt

Director Richmond stated that the Commission has allowed this program to continue knowing that not all staff wages are recouped and knowing that other programs help offset the cost. She is asking the Commission to allow them to continue to cover their costs for the program, but not necessarily cover all the staff costs. When they increased their fees, they were pricing themselves out of the market because there are so many free events around. The move to Springfield Oaks was a great move and it increased the participation numbers. Everyone that comes to the event is appreciative and complimentary and having it at Springfield Oaks is the best thing that they could have done. She summarized the memo she provided.

Commissioner Baker arrived at 7:33 pm

Commissioner Loncar stated that she likes to see the staff hours. She is in favor of the program but agrees that they are pricing themselves out of the market by having the registration fees where they currently are.

Director Richmond stated that she brought it to the Commission to discuss the cost and if it should be reduced. They are working on the Fall & Winter brochure and she wants to start the discussion now.

Commissioner Omell stated that they don't decide what they should charge per child; they leave that up to the Director.

Director Richmond wanted the Commission to be prepared so if the financials show a loss, they know why.

Commissioner Vallad suggested that the rates be dropped. She asked if they could do the event here at the Civic Center.

Director Richmond replied no due to parking concerns and other concerns.

Chairperson Bower stated that he does not think they should be concerned with profit and loss for this event.

Commissioner Baker asked if they have had feedback regarding raising the rates.

Director Richmond replied that the biggest feedback is determined by how many people register. When it was raised a dollar, she had many complaints.

Commissioner Vallad stated that many churches offer free events.

Director Richmond summarized the benefits that come along with their Easter Egg Hunt event.

Commissioners discussed the positives regarding the Easter Egg Hunt event and the costs associated with the event.

Commissioners agreed that the Easter Egg Hunt rates can be lowered and the profit margin on this event should not be seen as an issue.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the May bills list totaling \$7,935.05. Supported by Commissioner Baker.

Commissioner Omell pointed out a typo on the report.

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

A. Hartman Property Committee

None

B. Maintenance Garage Committee

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Commissioner Baker thanked Director Richmond for her and her staff's good work.

Chairperson Bower concurred with Commissioner Baker.

Commissioner Omell stated that no one ever calls and complains, and this says a lot about Director Richmond and her staff.

Commissioner Loncar commented on how well the Easter Egg Hunts were run. She attended the Vendor Event and it was a great event.

Commissioner Vallad stated that Friends of the Parks made \$630 during the Vendor Event. They are currently working on a donation toward a message board for Shiawassee. She will not be in attendance for the May 22, 2019 dam meeting.

XIII. ADJOURNMENT

Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:50 pm. 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.