Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, January 11, 2022

I. CALL TO ORDER

The January 11, 2022, Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:33 p.m. by Chairperson Bower.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present:	**Staff Present:**
Diane Baker	Sarah Richmond
Roger Bower	
Anne Loncar	
Dennis Omell	
Rich Parke	
Angela Spicer	
Jean Vallad	

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as presented. Supported by Commissioner Omell. 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 – December 14, 2021, with Additional Disbursements of $2,620.44 for the Parks & Recreation Fund and $150.00 for Trust & Agency
B. Receipt of Activities Report for December
C. Receipt of Financial Summaries
D. Receipt of Progress Report for December
E. Receipt of Natural Resource Manager December Monthly Report
F. Receipt of December Budget Printouts

<u>Receipt of Communications</u>

Commissioner Baker moved to accept the consent agenda as presented. 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 of 2022 Wages & Salaries

Director Richmond summarized the information provided in the Commission packet spreadsheet showing details for each position. She is asking the Commission to move forward on her suggested raises for 7%.

Commissioners participated in an extensive discussion of various approaches to salary increases. The result of this discussion is, the Park Commission based the salary levels for the upcoming year on the informal study that was provided by Director Richmond establishing increases that are no less than 7% across the board and the result is reflected in the motion.

Commissioner Vallad moved to set the 2022 salary and wages at:

$71,150	**Parks and Recreation Director**
$47,700	**Parks and Facilities Superintendent**
$45,700	**Recreation Coordinator for Sports and Programs**
$41,000	**Recreation Coordinator for Programs and Events**
$38,950	**Parks Maintenance Full-Time position**
$13.50/per hour	**Part Time Building Custodian**

The Commission is also authorizing the Parks and Recreation Director to advertise for Seasonal Maintenance Help when needed at a rate range between $11.00/hour - $14.00/hour.
Supported by Commissioner Parke.
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. Approval of Resolution for Oakland County Grant

Director Richmond stated that she has been seeking grant opportunities for the pathway and boardwalk project between Rotary Park and Mill Pond Park which will happen once the dam removal project occurs. She summarized the grant opportunities that are available and the grant through Oakland County Parks that she is asking approval of the Resolution for this evening. She explained that this grant is for the first phase of the pathway project, and then she explained that the rest of the pathway project and park improvements would have to be completed in other phases and the Department would have to seek grant funds for them.

Commissioner Parke stated that the worst case is the Department coming up with $150,000 for a match for this particular grant.

Director Richmond reiterated that the Oakland County Parks grant has a maximum grant request amount of $200,000 for trail development and that is what she is asking for.

Commissioner Parke commented on the grants that have been approved through the work of Natural Resources Manager, Mike Losey. He stated that if they do not go for these types of grants, they are not providing the best service to the residents of the Township.

Director Richmond stated that this is Phase I of the trail/pathway project that they are discussing tonight. They will also seek out grant opportunities for the next phases of the project.

Commissioner Parke commented that this type of investment is a lifetime investment. They also have Prior Year Funds which are sufficient to cover the cost which are earmarked for certain equipment, and they may have to delay a year or two on other items to receive the grant funds.

Director Richmond stated that they have $95,000 in the Development line of the budget which they have been saving for and $90,000 in the Facilities line of the budget to use. She further explained how the funds would be attained using current budget amounts.

Chairperson Bower stated that it shows a lot of forethought to have worked so hard on this project and attaining grant funds. This project has a lot of community value and awareness.

Commissioners discussed the Mill Pond project and moving forward with this project.

Commissioner Vallad read the following Resolution into the record:

At a meeting of the Springfield Township Parks and Recreation Commission, County of Oakland, Michigan, held at on January 11, 2022, at 6:30 pm.

The following Resolution was offered by Commissioner Vallad and supported by Commissioner Baker.

WHEREAS, Springfield Township desires to submit an application titled "Mill Pond Pathways" to the Oakland County Parks and Recreation Trailways Grant Program for Development of Mill Pond Park Pathways at Mill Pond Park in the amount of $200,000.00 and

WHEREAS the proposed application is support by the Community's Master Plan and Strategic Plan and

WHEREAS the Grant Program requires a local match of twenty-five percent (25%) of the requested grant; and

WHEREAS the Grant Program requires that Springfield Township certify compliance with all Grant Program requirements, including commitment to long-term maintenance and all project cost overruns.

NOW THEREFORE BE IT RESOLVED that Springfield Township hereby approved participation in the Trailways Grant Program and authorizes the submission of a Trailways Grant program application for $200,000.00

BE IT FURTHER RESOLVED that that the Grant Program application is supported by Parks & Recreation Master Plan, Township Master Plan, and the Township's Strategic Plan

BE IT FURTHER RESOLVED that Springfield Township acknowledges and certifies compliance with all grant program requirements, including commitment to long-term maintenance and all project cost overruns

BE IT FURTHER RESOLVED that Springfield Township shall make a local match through financial commitment in cash, force account, federal or state funds, private funds, or donated labor/materials directly related to the project for $106,324.00.

BE IT FURTHER RESOLVED that Sarah Richmond will be authorized to sign all grant-related documents on behalf of Springfield Township.

Supported by Commissioner 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 Director's Time

Director Richmond stated that she had six PTO days that she was not able to take in 2021 and she explained why. The policy stated that typically the days do not carry over from year to year. She stated that all other staff members have taken all their time.

Commissioner Spicer asked if it was possible for Director Richmond to take those six days in pay.

Director Richmond answered that she would have to check with the Township. She stated that she would like to take the PTO days and she explained.

Commissioner Parke moved to authorize Director Richmond to carry over six days unused PTO time in 2021 into 2022 to be used in the first six months of 2022. 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.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the January bills list totaling $16,974.72. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Vallad stated that she would not be able to attend the February or the March meetings.

Commissioner Parke apologized for his absence at the December 2021 meeting. In addition, he was surprised how many people participated in pickle ball. It is nice to see the number of participants growing in all the activities. He stated that he appreciated the Natural Resources Report being a recap of the last 6 or 7 years. He recognized how many grant dollars Mr. Losey has brought to this community and how all those grant dollars were spent through Mr. Losey's excellent administrative skills.

Director Richmond added that Mr. Losey is wonderful to work with and has been very helpful through this grant process.

Commissioner Parke thanked Director Richmond for the informal salary study that was provided.

Commissioner Baker also thanked Director Richmond for her work on the salary study and concurred with Commissioner Parke's comments on the Natural Resources Report Recap. She wished all the Commissioners a Happy New Year and thanked them for their good work. The good participation is what counts.

XIII. ADJOURNMENT

Commissioner Loncar moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:55 pm. Supported by Commissioner Vallad.