

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, August 11, 2020  
VIA PHONE/VIDEO CONFERENCE**

**I. CALL TO ORDER**

The August 11, 2020 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:34 p.m. by Chairperson Bower via Phone/Video Conference.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Commissioners Present:**

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

**Staff Present:**

Sarah Richmond

**Others Present:**

Chris Benedict, IT Administrator  
Mike Losey, Natural Resources Manager

**Commissioners Absent:**

Anne Loncar with notification

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Vallad moved to approve with the agenda as presented.  
Supported by Commissioner Baker. Roll Call Vote on the motion: Yes:  
Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar.  
The motion carried by a 6-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes – July 14, 2020 with Additional Disbursements of \$18,628.95 for the Parks & Recreation Fund and \$200.00 Trust & Agency
- B. Receipt of Activities Report for July
- C. Receipt of Financial Summaries

- D. Receipt of Progress Report for July
- E. Receipt of Natural Resource Manager July Monthly Report

Receipt of Communications

**Commissioner Vallad moved to accept the consent agenda as presented. Supported by Commissioner Omell. Roll Call Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.**

**VII. OLD BUSINESS**

A. Discussion of 2021 Budget

Director Richmond summarized the changes she had made to the budget since the last meeting presentation. The Township Board has scheduled their workshop for Tuesday, August 25<sup>th</sup> at 6:00 pm. She is asking the Commission to approve the budget presented so that it can be sent to the Township Board for the Workshop.

Commissioner Omell stated that Director Richmond did a good job preparing the budget.

Commissioner Vallad asked about the salter and if it should be purchased this year.

Director Richmond stated that they are planning on the current salter making it through this next season.

**Commissioner Vallad moved to accept the draft version #2 dated August 7, 2020 of the 2021 Parks and Recreation Budget with Revenue totals of \$627,600 and Expenditure totals of \$632,650. Supported by Commissioner Omell. Roll Call Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.**

**VIII. NEW BUSINESS**

A. Discussion of Five-Year Plans

Director Richmond explained the preparation and summarized the five-year plans that are in the Commission packets.

Commissioner Vallad asked if most of the projects from 2019 were finished or were they moved.

Director Richmond responded that many were done, and she explained some of them that were completed.

Commissioner Vallad stated that she would like the lock and key system added to Hart Center.

Director Richmond replied that she moved this item to 2023. The keyless entry was estimated to be at least \$7,000 and new door frames will also be needed. They will also need to address the ADA door opener as well. She followed the direction that the Commission gave her which is trying not to utilize a lot of prior year fund in the next several years.

Commissioner Vallad stated that she understands but knew that the lock and key entry was something Director Richmond was hoping to get done.

Commissioner Omell commented that Director Richmond did a good job on the plan.

Director Richmond commented that she is not looking for a motion and the plans are offered to the Commission as explanation and discussion for future planning.

#### B. Discussion of Athletic Field Usage Fees

Director Richmond summarized the Athletic Field Fee Usage Schedule that were included in the Commission packet. She explained that it was revised in order to streamline the fees and to align it more realistically with the type of rentals that they are having. She explained the details of how the athletic fields were used and maintained. The fees were last updated in September of 2012. She is asking the Commission to approve the proposed Usage Fee Schedule that is dated August 2020.

**Commissioner Vallad moved to accept the new fees for Field Rental as outlined in Director Richmond's memo dated August 5, 2020. Supported by Commissioner Spicer. Roll Call Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.**

#### C. Discussion of Closing the Department on November 3, 2020

Director Richmond stated that she was approached by Clerk Moreau about the potential of using the Parks and Recreation office on November 3<sup>rd</sup>. Clerk Moreau would like to use the Parks and Recreation Department's office space as a 3<sup>rd</sup> AV Counting Board location for the November 3<sup>rd</sup> election. Clerk Moreau is asking the Township Board to close the Civic Center on November 3<sup>rd</sup> to accommodate the increased number of workers that are being utilized for the election and the increased activity in the parking lot. Director Richmond is recommending the closure of the Parks and Recreation Department on November 3, 2020. The full-time staff would get this as a paid day off not utilizing any vacation or other PTO time.

**Commissioner Baker moved to approve the closure of the Parks and Recreation Department which would include the maintenance staff on Tuesday, November 3, 2020 so that the Clerk's Department could utilize the space in the Parks and Recreation office as an AV Counting Board location and in addition, all full-time staff will have the day off paid per Director Richmond's memo dated August 10, 2020. Supported by Chairperson Bower. Roll Call Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.**

#### D. Discussion of MIOSHA Grant

Director Richmond stated that she attempted to apply for a MIOSHA Grant which could be used to purchase supplies and materials to protect employees from COVID-19. She explained the parameters of grant submission. She explained what was contained in the grant submission. She stated that she should hear by the beginning of September if the grant was received.

Chairperson Bower asked what the machine sprays.

Director Richmond replies that it sprays a Clorox spray mixture that would be safe around fire suppression system and other equipment. It would make the cleaning of the building much more efficient.

Commissioner Baker asked if the micro static sprayer sprays microfine particles instead of a general stream.

Director Richmond concurred. The staff would be required to wear the appropriate PPE to use it.

Commissioner Parke asked if Director Richmond would recommend still purchasing the sprayer if the full amount of the grant was not received.

Director Richmond suggested that at that point, she would recommend going to the Library and Township to see if they would utilize such a purchase and if yes, perhaps they would share the expense of the purchase.

Commissioner Parke asked if it would be something that they should purchase immediately.

Director Richmond commented that if they purchase it before they find out if they got the MIOSHA grant, they could not get reimbursed for the expense of the machine.

**Commissioner Vallad moved to support Director Richmond's acquisition of the Chlorox Total 360 Electrostatic Sprayer through a MIOSHA Grant and if the grant is awarded, the cost will not to exceed \$6500. Supported by Commissioner Baker. Roll Call Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.**

#### E. Discussion of 8625 Eaton Road Maintenance Issues

Director Richmond stated that there are several issues that they need to address at the Ranger house. First, water keeps getting in the basement and they have taken several steps to try to eliminate this problem. She explained the current water problem in the basement. She has started contacting foundation companies to come out to give estimates for repair of the issue. Secondly, the old well pit cover needs to be replaced and the pit needs to be filled in properly. When the new well was put in several years ago, the line was not properly capped, which unfortunately they found out the hard way and explained the extent of the current issue. She explained the bid that she received to fix the issue. She explained that when they are regrading for the well pit, they are also looking to get the area by the window well that leaks regraded so that the water flowing into the basement window is redirected. This would assist in the basement water issue. Director Richmond is asking approval to hire Gordon Excavating to remove the concrete slab, fill in the area and regrade the area near the window for a cost of \$1500.

Chairperson Bower asked why they needed to remove the pad.

Director Richmond explained why the concrete pad needs to be removed.

Commissioner Omell asked for more clarification.

Director Richmond further explained the drainage issues that they are having.

**Commissioner Parke moved that the Commission accepts Director Richmond's proposal as outlined in her August 10, 2020 memorandum to make corrections at Eaton Road at a cost not to exceed \$1500. Supported by Commissioner Vallad.**

Commissioner Parke stated that he is hopeful that by grading away from the building, the water issue will be resolved. In case it doesn't, could they put an electric outlet near the window well that keeps filling up with water because a simple solution would be to have drainpipe buried at a lower spot away from the house and then put a sump pump in.

Director Richmond commented that she hopes it fixes the problem.

Commissioner Parke replied that he has direct experience with this, and he explained.

Commissioner Baker commented on her experience with drainage issues and suggested installing a dry well.

**Roll Call Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.**

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

### A. Bills List

**Commissioner Vallad moved to approve the July bills list totaling \$4568.28 and \$850.00 in Trust in Agency. Supported by Commissioner Baker.**

Commissioner Omell asked about the electric bill for Hart Community Center.

Director Richmond stated that Neighbor for Neighbor is still operating, and she confirmed that the electricity is still being used.

Commissioner Parke asked about the DuraEdge invoice.

Director Richmond confirmed that DuraEdge is the company that did the baseball fields.

**Roll Call Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.**

## **XI. COMMITTEE REPORTS**

None

## **XII. PUBLIC COMMENT**

None

## **XIII. COMMISSIONER COMMENT**

Commissioner Baker stated that Director Richmond did a great job on the budget and taking the initiative for the MIOSHA Grant. She also thanked Kathy VanGilder helping with the Senior Program. She thanked the instructor of the Estate and Planning Workshop for not charging for his/her time. She is excited to hear about the Natural Resources Report and the release of the Poweshiek skipperling.

Chairperson Bower congratulated the election winners.

Commissioner Omell stated that he is glad that there are programs going on and there are participants. He commented that the new Shultz Park sign looks very nice.

Commissioner Parke stated that he is glad that the facilities are still being used.

Commissioner Spicer commented that the staff is doing a great job.

Commissioner Vallad concurred with the other Commissioners and she thanked Director Richmond for her work mitigating the risk to the patrons during the pandemic.

## **XIV. ADJOURNMENT**

**Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:25 pm. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Loncar. The motion carried by a 6-0 vote.**